



TOWN OF PORTOLA VALLEY

7:30 PM – Town Council Meeting
 Wednesday, March 27, 2013
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

REGULAR MEETING AGENDA

7:30 PM – CALL TO ORDER AND ROLL CALL

Councilmember Aalfs, Councilmember Derwin, Councilmember Driscoll, Vice Mayor Wengert, Mayor Richards

ORAL COMMUNICATIONS

Persons wishing to address the Town Council on any subject may do so now. Please note however, that the Council is not able to undertake extended discussion or action tonight on items not on the agenda.

- (1) **PRESENTATION** on the Occasion of the Retirement of Joe Fil, from the San Mateo County Mosquito and (3)
 Vector Control District

CONSENT AGENDA

The following items listed on the Consent Agenda are considered routine and approved by one roll call motion. The Mayor or any member of the Town Council or of the public may request that any item listed under the Consent Agenda be removed and action taken separately.

- (2) **Approval of Minutes** – Regular Town Council Meeting of March 13, 2013 (4)
 (3) **Approval of Warrant List** – March 27, 2013 (14)
 (4) **Appointment by Mayor** – Request for appointment of member to the Open Space Acquisition Advisory (22)
 Committee
 (5) **Request for Appointment** – of Steve Hedlund to the Board of Trustees for the San Mateo Mosquito and Vector (25)
 Control District
 (6) **Recommendation by Sustainability and Special Projects Manager** – Adoption of a Resolution Approving (26)
 Annual Franchise Agreement Rate Adjustment for GreenWaste Recovery, Inc.
 (a) A Resolution of the Town Council of the Town of Portola Valley Allowing a Rate Increase Under the
 Franchise Agreement for Collection of Garbage, Recyclables and Compostable Materials Between the
 Town of Portola Valley and GreenWaste Recovery, Inc. (Resolution No. ____)

REGULAR AGENDA

- (7) **Recommendation by Sustainability and Special Projects Manager** – Proposed Monthly Garden Share (34)
 Event at Town Center
 (8) **Oral Report from Town Manager** – Update on the Affordable Housing Ad-Hoc Committee's Progress and (37)
 Request for Town Council direction on the Committee's work

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (9) **Reports from Commission and Committee Liaisons** (51)
There are no written materials for this item.

WRITTEN COMMUNICATIONS

- (10) **Town Council Weekly Digest** – March 15, 2013 (52)
 (11) **Town Council Weekly Digest** – March 22, 2013 (100)

ADJOURN TO CLOSED SESSION

- (12) **CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION**

Government Code Section 54956.9

Initiation of litigation (one case)

Facts and Circumstances: Illegal removal of significant trees – 18 Redberry Ridge

REPORT OUT OF CLOSED SESSION

ADJOURNMENT

ASSISTANCE FOR PEOPLE WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Clerk at (650) 851-1700. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

AVAILABILITY OF INFORMATION

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley Library located adjacent to Town Hall. In accordance with SB343, Town Council agenda materials, released less than 72 hours prior to the meeting, are available to the public at Town Hall, 765 Portola Road, Portola Valley, CA 94028.

SUBMITTAL OF AGENDA ITEMS

The deadline for submittal of agenda items is 12:00 Noon WEDNESDAY of the week prior to the meeting. By law no action can be taken on matters not listed on the printed agenda unless the Town Council determines that emergency action is required. Non-emergency matters brought up by the public under Communications may be referred to the administrative staff for appropriate action.

PUBLIC HEARINGS

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge any proposed action(s) in court, you may be limited to raising only issues you or someone else raised at the Public Hearing(s) described in this agenda, or in written correspondence delivered to the Town Council at, or prior to, the Public Hearing(s).

**PROCLAMATION OF THE MAYOR
HONORING JOSEPH "JOE" FIL AS
TOWN OF PORTOLA VALLEY REPRESENTATIVE TO
THE BOARD OF TRUSTEES FOR
SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT**

WHEREAS, Joe has served twelve years representing the Town of Portola Valley on the Board of Trustees for the San Mateo County Mosquito and Vector Control District "SMCMVCD"; and

WHEREAS, SMCMVCD provides mosquito abatement services in all cities, towns, and unincorporated areas of San Mateo County; and

WHEREAS, in 2001 the Portola Valley Town Council showed great wisdom in selecting Joe to represent the Town of Portola Valley on the Board of Trustees of SMCMVCD; and

WHEREAS, as a representative of the Town of Portola Valley, Joe has been an active participant and provided exemplary public service and dedication to public health. In his twelve years of service on the Board of Trustees of SMCMVCD, Joe has served on many committees, most recently the Ad-hoc Building Committee, Environmental Committee and chair to the Strategic Planning Committee; and

WHEREAS, Joe was instrumental in providing SMCMVCD representation at the last four Earth Day Fairs held in Town; and

WHEREAS, in the '80s Joe served on the Emergency Preparedness Committee and has been a member of the Public Works Committee since November 1989; and

WHEREAS, of the sixty years of marriage, Joe and his wife Susan have been residents fifty-four of those years, since 1959. Joe and Susan are extremely proud of their four boys: Joe Jr., a retired three-star general; Jonathan, a former judge now an attorney for the state; Thomas, a finance director for City of Belmont; and Paul, a retired colonel. They also enjoy their ten grandchildren and "one great dog", Gracie.

NOW, THEREFORE, I, John Richards, Mayor of the Town of Portola Valley, on behalf of the Council, staff, volunteers and residents of the Town of Portola Valley, convey our heartiest thanks and congratulations to Joe Fil on his retirement.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Portola Valley to be affixed hereto this 27th day of March 2013.

By: _____
John Richards, Mayor

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 856 MARCH 13, 2013

Mayor Richards called the meeting to order at 7:30 p.m. and led the Pledge of Allegiance. Ms. Hanlon called the roll.

Present: Councilmembers Jeff Aalfs, Maryann Derwin and Ted Driscoll; Vice Mayor Ann Wengert, Mayor John Richards

Absent: None

Others: Sharon Hanlon, Town Clerk
Nick Pegueros, Town Manager
Carol Borck, Assistant Planner
Howard Young, Public Works Director
Brandi de Garneau, Sustainability and Special Projects Manager
Sandy Sloan, Town Attorney

ORAL COMMUNICATIONS [7:31 p.m.]

Lindsay Bowen, Portola Road, thanked Mr. Pegueros for helping the Little League have a great opening day. He said he didn't know how he kept the rain at bay for the first time in three years, but it was appreciated. He also commended Facilities Coordinator Tony Macias for a great job of making some last-minute changes to level out the channel between first and second bases.

- (1) Presentation: Oral Report from Carol Borck, Assistant Planner, with an update on the Town's Green Building Ordinance – Point and Material Trends [7:33 p.m.]

Ms. Borck said that the Planning Department wanted to update the Council on the status of the Green Building Ordinance as far as the points the projects are taking and the more common design elements that we've been seeing. She explained that using the builditgreen.org checklist for new and existing homes, projects that go to ASCC must meet a minimum point threshold:

- 25 points for small additions and accessory buildings
- 50 points for the major addition remodels
- 75-plus points for new residences

She said last year 59 ASCC-level project proposals came in, including 15 new residences with scores averaging 146 – 12 points above the requirement. In 34 addition remodels and four accessory buildings, average points came in at 42-77, with the minimum requirement being 25-50 points. In 10 guesthouses, she added, the average came out at 74, versus the 25-point minimum specified. Quite an achievement. Of those projects, the eight have actually built so far (seven addition remodels or accessory buildings and one guesthouse have actually exceeded the minimums by at least 20 points.

In response to Councilmember Aalfs, Ms. Borck said certification is required only for new residences and projects requiring 50 points or more.

Of more than 50 non-ASCC building permit applications that have come in, she continued, 26 have been built and finalized, with the majority either meeting or exceeding the points they proposed

Among the materials being used in green construction in Portola Valley are engineered lumber (in roof trusses, floor joists and framing, for example), durable roofing (often metal), energy-efficient HVAC (including air-conditioning units, furnaces, boilers, etc.), high-efficiency water fixtures, products to enhance indoor air quality, low- and no-VOC paints (volatile organic compounds) and stains, minimal off-gassing caulks and adhesives, more flooring made of bamboo or sustainably harvested wood, recycled and FSC-certified cabinet tops, cabinetry and shelving (Forest Stewardship Council).

Ms. Borck said most homeowners come in with smart design already incorporated into their plans. She also said she considers the Town's point targets appropriate, and in most cases flexible enough to give the owners some options. At the same time, large new residences, in particular, have rather high point thresholds to meet.

CONSENT AGENDA [7:37 p.m.]

- (2) Approval of Minutes: Town Council / Planning Commission Special Joint Meeting and Town Council Regular Meeting of February 13, 2013 [*removed from Consent Agenda*]
- (3) Ratification of Warrant List: February 27, 2013 in the amount of \$ 300,260.50
- (4) Ratification of Warrant List: March 13, 2013 in the amount of \$ 94,656.12
- (5) Appointment by Mayor: Request for appointment of members to the Bicycle, Pedestrian and Traffic Safety Committee
- (6) Appointment by Mayor: Request for appointment of members to the Trails and Paths Committee
- (7) Recommendation by Administrative Services Manager: Rejecting the Claim of Ron Wilson
 - (a) Resolution of the Town Council of the Town of Portola Valley Approving Directing the Return of the Claim of Ron Wilson (Resolution No. 2579-2013)

By motion of Vice Mayor Wengert, seconded by Councilmember Aalfs, the Council approved Items 3-7 on the Consent Agenda with the following roll call vote:

Aye: Councilmembers Aalfs, Driscoll and Derwin, Vice Mayor Wengert, Mayor Richards

No: None

- (2) Approval of Minutes: Town Council/Planning Commission Special Joint Meeting and Town Council Regular Meeting of February 13, 2013

Councilmember Wengert moved to approve the minutes, as amended, Town Council/Planning Commission Special Joint Meeting and Town Council Regular Meeting of February 13, 2013. Seconded by Councilmember Aalfs, the motion carried 3-0 (Derwin and Driscoll abstained).

REGULAR AGENDA [7:39 p.m.]

- (8) Recommendation by Public Works Director: Approval of Plans and Specifications for Ford Field Renovation Project #2011-PW02B
 - (a) Resolution of the Town Council of the Town of Portola Valley Approving Plans and Specifications and Calling for Bids for the Ford Field Renovation Project #2011-PW02B (Resolution No 2580-2013)

Mr. Young said staff is asking the Council whether to proceed with the Ford Field renovation project and to consider the resolution approving plans and specifications for the project and calling for sealed bids for this project. Summarizing the background, he said the Council approved the design for the Ford Field renovation in January 2012. It then went out to bid and unfortunately the bids came in higher than expected, so at its July 2012 meeting, the Town Council directed staff to reject all bids, re-scope the project, come back in spring 2013 and bid the project out again.

He explained that he worked with Parks and Recreation Committee Chair Jon Myers, Little League representatives and the landscape architect, Carducci and Associates to whittle away at the costs without reengineering the entire project. He said they substituted with less-expensive fertilizers, changed from wooden to aluminum bleachers, included as optional bid items some costly features such as batting cage and roof dugout material. In addition, he explained, the bid document is now formulated so that it allows us to scale back even further if bids come back too high.

According to Mr. Young, to avoid interfering in the playing season the Little League wanted to start construction after June 1, 2013, and he said staff thought that was reasonable despite the fact that it would push the project closer to the busier time of the year.

He pointed out that total estimated expenditures – construction and soft costs – come to \$568,000 for the base bid, which omits the batting cage and dugout roof but reflects design and master planning costs to date. He also pointed out that although expenditures to date prior to start of fundraising were \$48,451, \$45,769 of that was reimbursed by ABAG (the Association of Bay Area Governments).

Funds available include:

- State grant funds: \$232,000
- Little League donation: \$104,000
- Sand Hill Foundation matching grant: \$100,000
- Online donations: \$59,000

With essentially \$495,000 in funds available, Mr. Young estimated the shortfall at \$73,000. He said the Little League's agreement – which is currently being reviewed by the Town Attorney's office – indicates a willingness to share any shortfall up to \$40,000 on a 50/50-split basis with the Town.

Vice Mayor Wengert credited Mr. Young for doing a great job with a complicated series of numbers to pin down. She said the good news is that the shortfall estimate comes in beneath the Little League's \$40,000 threshold. She said she always looks at the size of the contingency, and she said she's confident it will be lower than 10% indicated because Mr. Young has always done a great job in helping us manage.

Mr. Young added that the Town's share of the shortfall could be covered by proceeds from the sale of restricted stock that had been donated to the Town in 2007, and that he's trying to ensure funding for the project is actually on hand prior to awarding a contract. He said, too, that if the Council approves and things go according to schedule, he would come back to the Council for award of the contract on April 25, 2013.

Recalling a project in which multiple vendors independently bid different portions, Councilmember Driscoll asked whether any parts of Ford Field project might be handled during baseball season without interfering with the Little League schedule but at less expense in April or May than in June or July. He said he also wondered whether sponsorships might cover the costs of certain portions of the renovation.

Mr. Young said the project could be piecemealed, as Town Center was, but it's not likely to save time or avoid interfering with the Little League schedule, because any work on the backstop would do that. In addition, he said all of the funding sources have individual agreements and caveats as to when they want the project done and when funds would be available.

Councilmember Driscoll asked whether it's possible to pick and choose from among bidders for individual pieces such as bleachers or backstop. In response, Mr. Young said there are about 20 items, and more detailed conversations about such options would be appropriate once the bids are opened. He added that the estimate is a realistic one, based on last year's numbers. As he put it, "We didn't try to pack things conservatively."

Mayor Richards asked Mr. Myers for an update on the fundraising effort.

Mr. Myers said the target audience seems to be far more limited than he'd hoped, in part because the group of primary users is so limited (to boys ages 9 through 12) that it isn't so important to parents of babies, toddlers, teenagers and adult children. In addition, he said, the effort associated with actually making calls to ask for money has been more limited than needed. It's going to require some people to dedicate time, he continued, and now that people can really see the renovations coming, it might be a good time to make a concentrated effort over the next few months.

Mr. Bowen said the Little League wants to raise money to cover part of its costs, too, and he's gone to a monument company to check out the costs of engraving names on some of the seats behind Town Center. This is Alpine West Menlo Little League's 50th year, and if we go back and get just a few people for each year, that's a lot of people who might want to have their name there for \$100 to \$150.

Councilmember Driscoll moved to approve plans and specifications and call for bids for the Ford Field Renovation Project #2011-PW02B. Seconded by Vice Mayor Wengert, the motion carried 5-0.

Councilmember Driscoll moved to approve the resolution. Seconded by Vice Mayor Wengert, the motion carried 5-0.

- (9) Recommendation by Public Works Director: FY 2012/2013 Annual Street Resurfacing Project [7:54 p.m.]
- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving Plans and Specifications and Calling for Bids for the 2012/2013 Street Resurfacing Project No. 2012-PW01 (Resolution No 2581-2013)

Referring to his memorandum to the Town Council dated March 13, 2013, Mr. Young explained that \$368,000 is budgeted for this year's annual street resurfacing program, which should be completed by June 30, 2013. The streets selected for treatment would be based on the Town's Pavement Management System. Areas near schools would be resurfaced primarily on weekends, he said.

Vice Mayor Wengert asked how neighbors would be notified of the schedule of activities. In response, Mr. Young said before the contract is issued, he sends out a letter that's also published in the Digest and on the Town website, too, letting residents know when particular streets are scheduled, with follow-up notices from the contractor. The contract also requires placing barricades and door-hangers 48 hours in advance of slurry seal application or asphalt resurfacing. In addition, Mr. Young explained that the Town has its own "road resurfacing ahead" signs that are set up in certain locations.

He also indicated that vehicles left on the streets that have been posted may be towed, because it costs extra to have to bring the contractor back to the site when vehicles are in the way.

Councilmember Aalfs moved to approve the project and schedule and resolution of the Town Council of the Town of Portola approving plans and specifications and calling for bids for the 2012/2013 Street Resurfacing Project No. 2012-PW01 (Resolution No 2581-2013). Seconded by Councilmember Driscoll, the motion carried 5-0.

- (10) Recommendation by Sustainability and Special Projects Manager: Proposed revisions to the Town Public Events Signage/Banner Policy [7:59 p.m.]

Ms. de Garneau summarized the recommendation, pointing out that the demand for posting signs and banners had increased with the increased use of the Town Center, yet the Events Signage/Banner Policy had not been updated since 2002. The revisions are proposed to bring the policy in line with current practices and outline a framework for priority in cases where there's more than one request to use a banner location at the same time. She advised that the Town Attorney's office had reviewed the proposed revisions.

Vice Mayor Wengert asked how big the A-frame signs were and whether there's a limit on the number of signs. Ms. de Garmeaux said A-frame signs are just like the real estate signs, or the signs the Cultural Arts Committee used for the concert series. She said no limits were set for how many could be placed and it hadn't been an issue for events, although there was an issue with real estate signs in rights-of-way.

In response to Councilmember Derwin, Ms. de Garmeaux said high fire danger signs would preempt any banner that's posted. Still, she said it would be best for Town Staff to have control over posting the signs and making sure they come down when they should, and would be working out the details with the Woodside Fire Protection District once the policy was adopted.

Councilmember Driscoll moved for approval of the Town Public Events Signage/Banner Policy. Seconded by Councilmember Derwin, the motion carried 5-0.

(11) Recommendation by Administrative Services Manager: Proposed revisions to Town Website Policy [8:01 p.m.]

Ms. de Garmeaux said the Town's website policy has not been updated since the spring of 2009, when the new and expanded website was launched. The proposed revisions, prepared with assistance from the Town Attorney's office, would bring the policy in line with current Town goals and practices and also outline a rational decision-making process about information to present on the website.

In response to Vice Mayor Wengert, she said the revisions would not result in major changes that users would notice except that the disclaimer would be added to most of the pages. The Content Management System (CMS) the Town uses is somewhat limiting, she pointed added. She indicated, too, that people clearly use the website. For example, she noted that several residents recently signed up for the automated "do not solicit" list.

Vice Mayor Wengert also asked whether residents can apply for permits through the website, make reservations or do other things that are now done in person. Ms. de Garmeaux said that there's no permit activity on the website, but they're trying to automate some of the other processes, such as signing up for classes. While residents are able to see public activities on the Town calendar on the website, she said the master calendar system being developed is internal at this point,

In response to Councilmember Driscoll's asking about the website's security against hacking, Ms. de Garmeaux said she'd have to follow up with the IT person for the answer. Mr. Pegueros noted that Los Altos Hills had its website hacked, and had to take it down for several weeks to clean it up.

Councilmember Driscoll also asked about the possibility of getting a URL (Uniform Resource Locator) – a website address that ends in "dot-org" rather than "dot-net." Mr. Pegueros said that as a public agency, the Town could apply for portolavalley-dot-ca-dot-gov. Apparently a real estate agency has claimed portolavalley-dot-org.

Councilmember Driscoll moved for approval of the proposed revisions to the website. Seconded by Vice Mayor Gilbert, the motion carried 5-0.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(12) Requested Assignment of Town Representative: to newly formed Housing Element Issues Committee by Assemblyman Richard Gordon [8:10 p.m.]

Mr. Pegueros indicated that, as noted in an email from Jeremy Dennis, District Director for Assemblyman Gordon, the work group that would look at housing element legislation is starting to come together and is looking at three potential dates for their first meeting. He noted, too, that the group consists of a combination of elected officials and staff. Councilmember Derwin volunteered to represent Portola Valley along with Mr. Pegueros.

(13) Reports from Commission and Committee Liaisons [8:11 p.m.]

Councilmember Derwin:

(a) Planning Commission

At its March 6, 2013 meeting, the Planning Commission continued the public hearing on the Priory's application to amend its Conditional Use Permit (CUP), and the project's Initial Study/Mitigated Negative Declaration (IS/MND), which includes a proposal for a synthetic turf playing field. Councilmember Derwin noted that the newest Planning Commissioner, Nicholas Targ, asked a number of pointed questions about the proposed material, including whether it carries Prop 65 warning labels. In the end, he said he couldn't approve something that he's never seen installed.

Councilmember Driscoll, who also attended the March 6, 2013 meeting, said the Planning Commission continued the public hearing to March 20, 2013, giving Commissioner Targ and others an opportunity to look at FieldTurf installations and the environmental consultant answer some questions. He noted that because he's new to the Planning Commission, Commissioner Targ had not been involved in any of the numerous previous meetings at which this project has been discussed and he had a lot of intense questions.

Councilmember Driscoll said it's a complicated issue, and people spoke on both sides. He said he was interested to learn that all the other teams in the Priory's league play on artificial turf. Councilmember Derwin said this is the new argument, that the Priory runs a business and needs the artificial turf to be competitive. She pointed out that the Priory does a great marketing job, and Priory advocates filled the room. She said she found it somewhat intimidating. However, she added that the discussion was civil; everyone was very nice.

(b) San Mateo County Library Joint Powers Authority (JPA)

Meeting on February 4, 2013, the Library JPA is on target to eliminate its structural deficit by FY 2015/2016. Councilmember Derwin reported that the Portola Valley library – followed by Woodside and San Carlos – will launch the JPA pilot of a new word-based classification system that goes beyond the Dewey Decimal System.

(c) Sustainability Committee

The Committee met on February 4, 2013 and reviewed various programs, including

- Acterra High Energy Homes Program; they're debating what to do in terms of the cost considerations
- Energy Upgrade Portola Valley; starting in April 2013, rebates will be distributed by the County rather than PG&E
- Tuesday Harvest Speaker Series; Ann Edminister, Principal of Net-Zero/Green Home Consultant and Founder, HouseTalk, Inc. and author an award-winning book, *Energy Free: Homes for a Small Planet*, made a presentation on March 12, 2013
- Climate Action Plan and Greenhouse Gas Emissions Inventory; that's coming back in March or April 2013

Councilmember Derwin reported that Portola Valley will exceed its goal by 20%, and we're doing 18 of 20 measures. She also indicated that there's been an issue with electric-vehicle (EV) charging at the Town Center station spiking the Town's electricity use. When Portola

Valley installed the system, she recalled discussions about eventually having to charge for that service, and that time may now be here.

- Earth Day Events; in combination with Woodside, an April 27, 2013 celebration at Runnymede Farm in Woodside may include a bike rodeo
- Tip of the Month; the Sustainability Committee is working on program similar to the Conservation Committee's

Councilmember Derwin also reported that because Ms. de Garneau's recent role change has resulted in taking on more responsibilities, she announced that she'd have to rely more than ever before on Committee members.

(d) Council of Cities

Councilmember Derwin attended the February Council of Cities meeting, during which the following individuals were elected:

- South San Francisco Councilmember Pedro Gonzalez to the ABAG seat
- Millbrae Councilmember Nadia Holober to the LAFCO seat
- Daly City Vice Mayor David Canepa to the San Mateo County Transportation Authority seat

(e) City/County Association of Governments (C/CAG)

At its meeting on February 14, 2013, C/CAG:

- Revised its by-laws to eliminate one of the two vice chair positions

San Mateo Councilmember Brandt Grotty was nominated as Chair and Pacifica Mayor Pro Tem Mary Ann Nihart was nominated as Vice Chair. The election will be conducted at C/CAG's meeting on March 14, 2013.

- Discussed dwindling funds for transportation

Councilmember Derwin said that with Proposition 1B funds running out, everybody's scrambling around to try to figure out where the money is going to come from. She expects something like a feeding frenzy to get at the cap-and-trade revenue.

- Discussed C/CAG's signing on as an interested party in the California Stormwater Quality Association's amicus brief, filed in relation to the Los Angeles County's appeal of its stormwater permit-related unfunded mandate test claim

Councilmember Aalfs:

(f) Architectural and Site Control Commission (ASCC)

There have been two ASCC meetings since Councilmember Aalfs last report. At a special field meeting followed by a regular meeting on February 25, 2013, the ASCC reviewed:

- Plans for a residential redevelopment project at a 1.1-acre Alpine Hills parcel at 420 Golden Oak Drive

- A proposal for a new detached studio accessory structure at 121 Ash Lane, a 3.7-acre Westridge Subdivision property.

On March 11, 2013, the ASCC met with the Planning Commission at 6 Buck Meadow Drive for preliminary architectural review of plans for new residential development of a vacant 2.97-acre parcel in the Blue Oaks Subdivision, where the scope of the grading requires a site development permit. Councilmember Aalfs said that project is well under its floor-limit maximum. At its regular meeting afterward, the ASCC:

- Approved the Ash Lane project
- Continued review of the Golden Oak Drive property, which is right at its floor-area maximum, Councilmember Aalfs said, with the primary concentration in the main structure and a full basement.

(g) Historic Resources Committee

Meeting on February 28, 2013, the Committee discussed:

- Interest in purchasing an additional fireproof cabinet
- Sponsorship of a program in September 2013 to increase community awareness of Jasper Ridge

(h) Nature and Science Committee

At its February 14, 2013 meeting, the Nature and Science Committee discussed preparations and plans for Flight Night 2013.

Vice Mayor Wengert:

(i) Bicycle, Pedestrian and Traffic Safety Committee (BP&TS)

The BP&TS Committee, which Vice Mayor Wengert characterized as continuing to fire on all cylinders, met on March 6, 2013 meeting and:

- Elected Ed Holland Chair and Shandon Lloyd Vice Chair
- Recapped its bike lane proposal; Vice Mayor Wengert said that Committee members are working with Mr. Young on two chokepoints (near Town Center and at Arastradero and Alpine Roads), so they're during further research before bringing a proposal back to the Town Council that at least analyzes the alternatives
- Discussed an outreach program to update residents of The Sequoias on bicycle rules and regulations; according to Vice Mayor Wengert, Dale Lactman is leading the outreach subcommittee, which already has engaged four different groups at The Sequoias
- Discussed upcoming events, including Bike Day on April 20, 2013, which is being cosponsored by the BP&TS Committee and Safe Routes to School, and Bike to Work day on May 9, 2013

(j) Trails and Paths Committee

Vice Mayor Wengert reported that the Committee, which met on March 12, 2013, decided against commenting on the Upper Alpine Road Trail petition inasmuch as it's outside the Town's purview.

Mayor Richards:

(k) Emergency Preparedness Committee

Meeting on February 14, 2013, EPC members discussed what their responsibilities might be in the horrible event of something like a school shooting. Although they basically agreed it would be primarily the responsibility of the Sheriff's Department to handle, they also realized they might be called upon to help.

The Committee is working to install the temporary antenna at Town Center for its emergency broadcast radio station and also discussed the medical corps that member Diana Koin is working to set up and organize.

(l) Cultural Arts Committee

The Cultural Arts Committee has announced this year's summer concerts dates: June 20, July 18 and August 22, 2013.

(m) Conservation Committee

The Conservation Committee held a broom pull on March 9, 2013 and has completed its Redwood Tree Guidelines.

(n) Affordable Housing

Housing Endowment and Regional Trust (HEART) Executive Director Mark Moulton spoke on the subject of affordable housing at the Ad Hoc Affordable Housing Committee's inaugural meeting on March 5, 2013.

WRITTEN COMMUNICATIONS [8:39 p.m.]

(14) Town Council February 15, 2013 Weekly Digest – None

(15) Town Council February 22, 2013 Weekly Digest

(a) #3 – Attached Separates – Letter from Judge Lisa Novak, to the Portola Valley Council re: Request nominees for Grand Jury services – February 13, 2013

Councilmember Derwin, wondering whether the Town has ever submitted names for possible Grand Jury service, said former Councilmember Steve Toben would be excellent in that role. She also noted that the Grand Jury always makes such great recommendations. Ms Sloan said that Grand Jury service requires an enormous time commitment.

(16) Town Council March 1, 2013 Weekly Digest

(a) #7 – Email from Nancy Lund, to Councilmember Derwin and Mayor Richards re: a request for help with Community Events for 2013 – February 28, 2013

Mr. Pegueros said that with Ms. Lund's help as liaison, the Boy Scouts, Girl Scouts and Cub Scouts have stepped up and agreed to manage the Town Picnic on June 8, 2013. The groups held their initial planning meeting on March 6, 2013 and have another meeting planned for doling out assignments.

Meghan Sweet and Ms. Lund are serving as the Community Events Committee's "institutional memory," he said. When Councilmember Derwin pointed out that Diana Raines left binders full of really good of instructions, Mr. Pegueros said that Ms. Raines also is involved.

Councilmember Derwin suggested skipping Blues & BBQ this year because it would have to compete with the School Gala for volunteers, attendees and vendor support, and focusing on it in 2014, when the Town celebrates the 50th anniversary of its incorporation.

(17) Town Council March 8, 2013 Weekly Digest

(a) #8 – Email from Town Manager Nick Pegueros to the Town Council re: Proclamation of State of Emergency for 12/23 storm event – March 4, 2013

In response to Councilmember Aalfs, Mr. Pegueros confirmed that the proclamation affected the damage on Alpine Road.

CLOSED SESSION [8:50 p.m.]

(18) Conference with Legal Counsel: Pending Litigation

Government Code Section 54956.9

Initiation of litigation (one case)

Facts and Circumstances: Illegal removal of significant trees – 18 Redberry Ridge

REPORT OUT OF CLOSED SESSION

No reportable actions.

ADJOURNMENT [9:42 p.m.]

Mayor

Town Clerk

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

03/27/2013

Date: 03/22/2013

Time: 9:10 am

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TOWN OF PORTOLA VALLEY

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

ARC	Lighting Plan Copies	14009	03/27/2013	
			03/27/2013	
P.O. BOX 192224	0112		03/27/2013	0.00
SAN FRANCISCO	BOA	47474	03/27/2013	0.00
CA 94119-2224	730780			33.28

GL Number	Description	Invoice Amount	Amount Relieved
25-66-4340	Building Maint Equip & Supp	33.28	0.00

Check No.	47474	Total:	33.28
Total for	ARC		33.28

DAVID BABBY	Arborist Consulting Svcs	14008	03/27/2013	
DBA Arbor Resources		00006099	03/27/2013	
P.O. BOX 25295	1101		03/27/2013	0.00
SAN MATEO	BOA	47475	03/27/2013	0.00
CA 94402	11278			1,350.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	1,350.00	1,350.00

Check No.	47475	Total:	1,350.00
Total for	DAVID BABBY		1,350.00

BAY AREA PAVING CO	Woodside H'Lands Road Maint	14010	03/27/2013	
			03/27/2013	
P.O. BOX 6339	567		03/27/2013	0.00
SAN MATEO	BOA	47476	03/27/2013	0.00
CA 94403	C49-139			8,277.00

GL Number	Description	Invoice Amount	Amount Relieved
90-00-4375	General Expenses	8,277.00	0.00

Check No.	47476	Total:	8,277.00
Total for	BAY AREA PAVING CO		8,277.00

CLEANSTREET	Feb Street/Litter Clean-up	14028	03/27/2013	
			03/27/2013	
1937 W. 169TH STREET	0034		03/27/2013	0.00
GARDENA	BOA	47477	03/27/2013	0.00
CA 90247-5254	70184			1,425.55

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4262	Street Sweeping	614.65	0.00
20-60-4266	Litter Clean Up Program	810.90	0.00

Check No.	47477	Total:	1,425.55
Total for	CLEANSTREET		1,425.55

CONTEMPORARY ENGRAVING CO.	Nameplates, DeGarmeaux/Nerdahl	14012	03/27/2013	
			03/27/2013	
425 LAMBERT AVE	0191		03/27/2013	0.00
PALO ALTO	BOA	47478	03/27/2013	0.00
CA 94306	30864			65.18

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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	65.18	0.00

Check No.	47478	Total:	65.18
Total for	CONTEMPORARY ENGRAVING CC		65.18

CULLIGAN	March Service	14013	03/27/2013	
			03/27/2013	
P. O. BOX 5277	0250		03/27/2013	0.00
CAROL STREAM	BOA	47479	03/27/2013	0.00
IL 60197-5277				40.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	40.00	0.00

Check No.	47479	Total:	40.00
Total for	CULLIGAN		40.00

ANNE DAVISON	Deposit Refund	14014	03/27/2013	
			03/27/2013	
170 CHEROKEE DRIVE	1100		03/27/2013	0.00
PORTOLA VALEY	BOA	47480	03/27/2013	0.00
CA 94028				5,000.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	5,000.00	0.00

Check No.	47480	Total:	5,000.00
Total for	ANNE DAVISON		5,000.00

MARGARET DE STAEBLER	Reimb, Banners for Broom Pull	14015	03/27/2013	
			03/27/2013	
31 SANTA MARIA AVE	639		03/27/2013	0.00
PORTOLA VALLEY	BOA	47481	03/27/2013	0.00
CA 94028				140.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4144	Conservation Committee	140.00	0.00

Check No.	47481	Total:	140.00
Total for	MARGARET DE STAEBLER		140.00

PATRICK ENRIGHT	Refund Deposit	14030	03/27/2013	
			03/27/2013	
171 MAPACHE DRIVE	1200		03/27/2013	0.00
PORTOLA VALLEY	BOA	47482	03/27/2013	0.00
CA 94028				1,500.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	1,500.00	0.00

Check No.	47482	Total:	1,500.00
Total for	PATRICK ENRIGHT		1,500.00

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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

HORIZON	Fertilizer for Fields	14016	03/27/2013	
			03/27/2013	
P.O. BOX 52758	0289		03/27/2013	0.00
PHOENIX	BOA	47483	03/27/2013	0.00
AZ 85072-2758	1N119264			265.72

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	265.72	0.00

Check No.	47483	Total:	265.72
Total for	HORIZON		265.72

ICMA	February Deferred Comp	14018	03/27/2013	
VANTAGE POINT TFER AGTS-304617			03/27/2013	
C/O M&T BANK	0084		03/27/2013	0.00
BALTIMORE	BOA	47484	03/27/2013	0.00
MD 21264-4553				500.00

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2557	Defer Comp	500.00	0.00

Check No.	47484	Total:	500.00
Total for	ICMA		500.00

INT'L CODE COUNCIL, INC	2013 Annual Dues, Fitzer	14017	03/27/2013	
			03/27/2013	
ATTN: MEMBERSHIP	790		03/27/2013	0.00
BIRMINGHAM	BOA	47485	03/27/2013	0.00
AL 35213	2936822			125.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	125.00	0.00

Check No.	47485	Total:	125.00
Total for	INT'L CODE COUNCIL, INC		125.00

JORGENSON SIEGEL MCCLURE & FLEGEL	February Statement	14032	03/27/2013	
			03/27/2013	
1100 ALMA STREET	0089		03/27/2013	0.00
MENLO PARK	BOA	47486	03/27/2013	0.00
CA 94025				13,446.50

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	10,021.50	0.00
96-54-4186	Attorney - Charges to Appls	3,425.00	0.00

Check No.	47486	Total:	13,446.50
Total for	JORGENSON SIEGEL MCCLURE &		13,446.50

JONATHAN KAWAJA	Refund Permit Fees	14019	03/27/2013	
			03/27/2013	
45 TAGUS	1099		03/27/2013	0.00
PORTOLA VALLEY	BOA	47487	03/27/2013	0.00
CA 94028				947.50

GL Number	Description	Invoice Amount	Amount Relieved
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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

05-56-4228	Miscellaneous Refunds		947.50	0.00
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Check No.	47487	Total:	947.50
Total for	JONATHAN KAWAJA		947.50

KAREN KING	Refund Deposit	14031	03/27/2013	
			03/27/2013	
8 APPLEWOOD LANE	1097		03/27/2013	0.00
PORTOLA VALLEY	BOA	47488	03/27/2013	0.00
CA 94028				4,337.75

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	4,337.75	0.00

Check No.	47488	Total:	4,337.75
Total for	KAREN KING		4,337.75

KUTZMANN & ASSOCIATES	February Plan Check	14020	03/27/2013	
			03/27/2013	
39355 CALIFORNIA STREET	0090		03/27/2013	0.00
FREMONT	BOA	47489	03/27/2013	0.00
CA 94538				6,480.41

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	6,480.41	0.00

Check No.	47489	Total:	6,480.41
Total for	KUTZMANN & ASSOCIATES		6,480.41

LYNGSO GARDEN MATERIALS INC	Sand/Compost Mix	14029	03/27/2013	
			03/27/2013	
19 SEAPORT BOULEVARD	923		03/27/2013	0.00
REDWOOD CITY	BOA	47490	03/27/2013	0.00
CA 94063	848564			221.81

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	221.81	0.00

Check No.	47490	Total:	221.81
Total for	LYNGSO GARDEN MATERIALS INC		221.81

ROBIN MURRAY	Refund C&D Deposit	14021	03/27/2013	
			03/27/2013	
100 CANYON DRIVE	1098		03/27/2013	0.00
PORTOLA VALLEY	BOA	47491	03/27/2013	0.00
CA 94028				1,800.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	1,800.00	0.00

Check No.	47491	Total:	1,800.00
Total for	ROBIN MURRAY		1,800.00

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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
PERS HEALTH	April Medical Premium	14037	03/27/2013	
			03/27/2013	
VIA EFT	0108		03/27/2013	0.00
	BOA	47492	03/27/2013	0.00
				16,648.85

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4086	Health Insurance Medical	16,648.85	0.00

Check No.	47492	Total:	16,648.85
Total for	PERS HEALTH		16,648.85

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
PETTY CASH	Petty Cash Reimbursement	14035	03/27/2013	
			03/27/2013	
765 PORTOLA ROAD	993		03/27/2013	0.00
PORTOLA VALLEY	BOA	47493	03/27/2013	0.00
CA 94028				1,276.51

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4326	Education & Training	33.30	0.00
05-64-4328	Mileage Reimbursement	546.33	0.00
05-64-4336	Miscellaneous	674.39	0.00
05-66-4340	Building Maint Equip & Supp	22.49	0.00

Check No.	47493	Total:	1,276.51
Total for	PETTY CASH		1,276.51

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
REGIONAL GOVERNMENT SERVICES	January Svcs, Bowerman/Padovan	14034	03/27/2013	
			03/27/2013	
P.O. BOX 1350	1165		03/27/2013	0.00
CARMEL VALLEY	BOA	47494	03/27/2013	0.00
CA 93924	3218			16,384.64

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	16,384.64	0.00

Check No.	47494	Total:	16,384.64
Total for	REGIONAL GOVERNMENT SERVIC		16,384.64

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
NAOMI HILLER REYNOLDS	Instructor Fees, Winter 2013	14036	03/27/2013	
			03/27/2013	
44 EL REY ROAD	1234		03/27/2013	0.00
PORTOLA VALLEY	BOA	47495	03/27/2013	0.00
CA 94028				780.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	780.00	0.00

Check No.	47495	Total:	780.00
Total for	NAOMI HILLER REYNOLDS		780.00

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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

RON RAMIES AUTOMOTIVE, INC.	February Fuel Statement	14022	03/27/2013	
			03/27/2013	
115 PORTOLA ROAD	422		03/27/2013	0.00
PORTOLA VALLEY	BOA	47496	03/27/2013	0.00
CA 94028				607.23

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	607.23	0.00

Check No.	47496	Total:	607.23
Total for	RON RAMIES AUTOMOTIVE, INC.		607.23

SAN MATEO CO INF SERVICES	February M/W	14023	03/27/2013	
			03/27/2013	
455 COUNTY CENTER, 3RD FLOOR	0307		03/27/2013	0.00
REDWOOD CITY	BOA	47497	03/27/2013	0.00
CA 94063	1YPV11302			76.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerq Preparedness Committee	76.00	0.00

Check No.	47497	Total:	76.00
Total for	SAN MATEO CO INF SERVICES		76.00

SHELTON ROOFING	Refund C&D Deposit	14024	03/27/2013	
			03/27/2013	
1988 LEGHORN ST., #C	0309		03/27/2013	0.00
MOUNTAIN VIEW	BOA	47498	03/27/2013	0.00
CA 94043				1,000.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	1,000.00	0.00

Check No.	47498	Total:	1,000.00
Total for	SHELTON ROOFING		1,000.00

SMALL BUSINESS BENEFIT PLAN TR	April Dental/Vision	14025	03/27/2013	
			03/27/2013	
	0132		03/27/2013	0.00
BELMONT	BOA	47499	03/27/2013	0.00
CA 94002-0156				2,184.30

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4090	Health Ins Dental & Vision	2,184.30	0.00

Check No.	47499	Total:	2,184.30
Total for	SMALL BUSINESS BENEFIT PLAN		2,184.30

STAPLES	February Statement	14033	03/27/2013	
			03/27/2013	
STAPLES CREDIT PLAN	430		03/27/2013	0.00
DES MOINES	BOA	47500	03/27/2013	0.00
IA 50368-9020				552.48

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	552.48	0.00

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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

Check No.	47500	Total:	552.48
<u>Total for</u>	STAPLES		552.48

TOWNSEND MGMT, INC	February Applicant Charges	14026	03/27/2013	
P.O. BOX 24442	609		03/27/2013	0.00
SAN FRANCISCO	BOA	47501	03/27/2013	0.00
CA 94124				1,140.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	1,140.00	0.00

Check No.	47501	Total:	1,140.00
<u>Total for</u>	TOWNSEND MGMT, INC		1,140.00

VERIZON WIRELESS	February Cellular	14027	03/27/2013	
P.O. BOX 660108	0131		03/27/2013	0.00
DALLAS	BOA	47502	03/27/2013	0.00
TX 75266-0108	9700598804			184.67

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	184.67	0.00

Check No.	47502	Total:	184.67
<u>Total for</u>	VERIZON WIRELESS		184.67

Total Invoices:	29	Grand Total:	86,790.38
		Less Credit Memos:	0.00
		Net Total:	86,790.38
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	86,790.38

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
March 27, 2013

Claims totaling \$86,790.38 having been duly examined by me and found to be correct are hereby approved and verified by me as due bills against the Town of Portola Valley.

Date _____

Nick Pegueros, Treasurer

Motion having been duly made and seconded, the above claims are hereby approved and allowed for payment.

Signed and sealed this (Date) _____

Sharon Hanlon, Town Clerk

Mayor

Sharon Hanlon

From: Karin Wick [karinwick@sbcglobal.net]
Sent: Friday, March 22, 2013 9:56 AM
To: Sharon Hanlon
Subject: New member for the PV Open Space Comm.

March 21, 2013

Dear PV Town Council,

The PV Open Space Acquisition Advisory Committee would like to add Terry Lee as a new member to the committee. We met with Terry on Tuesday evening and all present members felt he would be an excellent addition to our committee. He is very knowledgeable about the open space we have in town and welcomes the opportunity to help preserve more land.

His application is enclosed for your reference. A motion was made by Karin Wick to add Terry Lee to the PV Open Space Acquisition Advisory Comm and was seconded by Gary Nielsen. All present were in favor.

Sincerely,
Karin Wick

Sharon Hanlon

Subject: Application to Serve on Committee - Open Space / Lee

-----Original Message-----

From: webmaster@portolavalley.net [<mailto:webmaster@portolavalley.net>]

Sent: Thursday, January 17, 2013 12:09 AM

To: Sharon Hanlon

Subject: Application to Serve on Committee - Open Space / Lee

Submission information

Submitter DB ID : 1910

Submitter's language : Default language

Time to take the survey : 19 min. , 8 sec.

Submission recorded on : 1/17/2013 12:08:53 AM

Survey answers

Full Name:*

Terry Lee

Name of Committee I'm Interested in Serving On:

(Please note that only the committees currently seeking volunteers are listed.) Bicycle

Pedestrian & Traffic Safety []Community Events Committee []Cultural Arts Committee []Emergency Preparedness Committee []Nature & Science []Open Space Acquisition Advisory []Parks & Recreation Committee []Teen Committee []Trails & Paths []

Email Address:*

terrylee@yahoo.com

Address (include city/zip):*

175 Fawn Lane Portola Valley CA 94028

Number of years in Portola Valley:*

2 1/2 years

Home Telephone Number:*

Cellular Telephone Number:

Other Telephone Number:

Preferred Telephone Contact Number

Home []Cell []Other []

I prefer to receive Town communications via:

E-Mail (recommended)
 U.S. Mail

Please state why you have an interest in this committee, and state any background or experience you may have that may be useful in your service to this committee:*

My name is Terry Lee. I understand there are vacancies on the Open Space Acquisition Advisory Committee. I've reviewed some information about this committee, understand you've been considering additional committee membership needs and possibilities, and have a strong interest in learning more and potentially contributing to your efforts to expand and / or preserve the open space and rural character of our community. A little about myself:

- I've been a resident of the mid peninsula since 1990, including Stanford, Palo Alto, Woodside and now Portola Valley since 2010.
- I am a long time open space and trail hiker, runner (including of races up to 100 miles in length), and volunteer dating back to early 1980s in Bellevue / Seattle Washington state and since the 1990s on the mid peninsula of the Bay Area of California as well as around Northern California, North America, Europe, South America and Asia. I've been a running coach since 2001 dedicated to responsible use and maintenance of local open space and trails.
- I've also been a non-profit, community, and volunteer organization leader for the last 25 years including at The Nueva School (Board member and COO / CFO with responsibilities including land acquisitions), the Humane Society of Silicon Valley (Board member), San Jose's The Leukemia and Lymphoma Society (volunteer), and previously Seattle's The University of Washington Bookstore (Board chairperson and member with responsibilities including land acquisitions).
- My professional experience includes 25 years of extensive financing (equity and debt) as well as mergers and acquisitions experience locally, nationally and internationally with Deloitte and Morgan Stanley including over \$30 billion in corporate transactions / assets as well as significant commercial, multi-family and single family residential, affordable housing, and open space real estate acquisition, financing, development / preservation, and management experience with corporate and private equity acquirers including transactions / assets valued at over \$450 million.
- Lastly, I have an educational background in finance and policy including at the Stanford Graduate School of Business (MBA), University of Washington (Seattle) School of Business (BA), UC Berkeley Graduate School of Public Policy (Alfred P Sloan Fellowship), and Institut d'Etudes Politiques Paris (European Community Fellowship).

Please don't hesitate to let me know if there is additional information I can provide or if / how I may be able to leverage my time, interest, experience and expertise to be of service.

Many thanks and best regards,

Terry Lee
 175 Fawn Lane
 Portola Valley, CA 94028
terrylee@yahoo.com
 650 350 4529

Do you have any personal or financial interest that could be perceived by others as a conflict of interest relative to your service on the committee? If so, please describe:*

N/A



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Sharon Hanlon, Town Clerk

DATE: March 27, 2013

RE: Appointment to Board of San Mateo County Mosquito & Vector Control District

Recommendation

Appoint Steve Hedlund as the Town of Portola Valley's representative to the Board of Trustees of the San Mateo County Mosquito and Vector Control District.

Background / Discussion

Due to the recent announcement of the retirement of Joe Fil as the Town's representative to the San Mateo County Mosquito and Vector Control District, staff recommends the Council appoint Steve Hedlund to serve out the remainder of Mr. Fil's term, which ends December 31, 2014.

This is allowed under Health and Safety Code Section 2024 (b) which indicates that any person appointed to fill a vacant office shall fill the balance of the unexpired term.

This trustee appointment will be brought back to the council prior to the term ending December 31, 2014, at which time the Council has the choice to (re)appoint for either a two- or four-year term.

Approved: Nick Pegueros, Town Manager *N.P.*

cc: Joe Fil
Steve Hedlund
San Mateo County Mosquito and Vector Control District



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Brandi de Garneau, Sustainability & Special Projects Manager

DATE: March 27, 2013

RE: **Adoption of a Resolution Allowing a Rate Increase Under the Franchise Agreement for Collection of Garbage, Recyclables and Compostable Materials Between the Town of Portola Valley and GreenWaste Recovery, Inc.**

RECOMMENDATION

It is recommended that the Town Council adopt the attached Resolution (Attachment 1) allowing a rate increase under the franchise agreement for collection of garbage, recyclables and compostable materials between the Town of Portola Valley and GreenWaste Recovery, Inc.

BACKGROUND

On May 14, 2008, the Town Council adopted a Resolution approving a franchise agreement with GreenWaste Recovery, Inc. for garbage, recyclables and compostable materials collection. The term of the agreement is from July 1, 2008 through June 30, 2018, and includes an annual rate adjustment effective July 1st of each year of the agreement.

Section 14.02 of the agreement states: "Contractor's Rates to Services Recipients shall be adjusted annually to adjust for the increased or decreased cost of living, by 100% of the change in the 'Consumer Price Index for All Items' for the San Francisco Bay Area. Rate of adjustment will be based on increases or decreases during the prior calendar year, but will apply to the following Town fiscal year (July 1 to June 30) to allow time to receive the indices, compute the necessary adjustment and have the Town Council approve the new rate prior to the billing cycle."

The attached information (Attachment 2) from the Bureau of Labor Statistics website indicates the following:

Calendar Year	Consumer Price Index (CPI)
2011	234.327
2012	239.533
Difference	5.206

GreenWaste is requesting a rate increase of 2.22%, based upon the change in the CPI between calendar years 2011 and 2012 ($5.206/234.327 = 2.22\%$). If approved by the Council, the rate increase would go into effect on July 1, 2013.

The proposed (Attachment 3) and current (Attachment 4) rate schedules are provided for comparison purposes.

ATTACHMENTS

- Attachment 1: Resolution
- Attachment 2: Bureau of Labor Statistics Data – Consumer Price Index
- Attachment 3: Proposed Rate Schedule – Exhibit “A”
- Attachment 4: Current Rate Schedule

Approved: Nick Pegueros, Town Manager *N.P.*

RESOLUTION NO. ____-2013

**RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF PORTOLA VALLEY ALLOWING A RATE INCREASE UNDER
THE FRANCHISE AGREEMENT FOR COLLECTION OF GARBAGE,
RECYCLABLES AND COMPOSTABLE MATERIALS
BETWEEN THE TOWN OF PORTOLA VALLEY AND
GREENWASTE RECOVERY, INC.**

WHEREAS, the Town Council of the Town of Portola Valley has entered into a franchise agreement with GreenWaste Recovery, Inc. (GreenWaste) for the provision of garbage, recyclables and compostable materials collection services; and

WHEREAS, pursuant to the Agreement, GreenWaste is entitled to annual service rate adjustments to reflect the change in the Consumer Price Index.

NOW, THEREFORE, the Town Council of the Town of Portola Valley does RESOLVE as follows:

1. Public interest and convenience require the Town of Portola Valley to increase the service rates by 2.22%, as set forth in Exhibit "A".
2. The Town of Portola Valley hereby approves the rate increase described in Exhibit "A," attached hereto and incorporated herein, and directs the new rates be implemented for the entirety of fiscal year 2013-2014, beginning with the 1st quarter billing cycle.

PASSED AND ADOPTED this 27th day of March, 2013.

By: _____
John Richards, Mayor

ATTEST:

Sharon Hanlon, Town Clerk

Attachment 2

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Data extracted on: February 8, 2013 (11:26:37 AM)

Consumer Price Index - All Urban Consumers

Series Id: CUURA422SA0
 Not Seasonally Adjusted
Area: San Francisco-Oakland-San Jose, CA
Item: All items
Base Period: 1982-84=100

Download: [.xls](#)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HA
2002		191.3		193.0		193.2		193.5		194.3		193.2	193.0	192.3	1
2003		197.7		197.3		196.3		196.3		196.3		195.3	196.4	196.8	1
2004		198.1		198.3		199.0		198.7		200.3		199.5	198.8	198.2	1
2005		201.2		202.5		201.2		203.0		205.9		203.4	202.7	201.5	2
2006		207.1		208.9		209.1		210.7		211.0		210.4	209.2	207.9	2
2007		213.688		215.842		216.123		216.240		217.949		218.485	216.048	214.736	217
2008		219.612		222.074		225.181		225.411		225.824		218.528	222.767	221.730	223
2009		222.166		223.854		225.692		225.801		226.051		224.239	224.395	223.305	225
2010		226.145		227.697		228.110		227.954		228.107		227.658	227.469	226.994	227
2011		229.981		234.121		233.646		234.608		235.331		234.327	233.390	232.082	234
2012		236.880		238.985		239.806		241.170		242.834		239.533	239.650	238.099	241

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Exhibit "A"

**Town of Portola Valley - Service Rates Effective July 1, 2013
Collection of Garbage, Recyclables and Yard Trimmings**

**Form 5A. Cost Proposal: Weekly Residential Garbage, Recyclables and Yard Trimmings
Collection**

Distance	Mini-Can	1 Can	2 Cans	3 Cans	4 Cans
0' - 10'	\$16.16	\$25.89	\$51.75	\$77.64	\$103.54
10' - 25'	\$17.64	\$28.24	\$56.51	\$84.73	\$112.96
25' - 100'	\$19.13	\$30.62	\$61.22	\$91.84	\$122.42
100' - 200'	\$20.60	\$32.98	\$65.94	\$98.91	\$131.87
200' - 300'	\$22.08	\$35.33	\$70.67	\$106.00	\$141.12
300' - 400'	\$23.84	\$37.72	\$75.37	\$113.07	\$150.78
400' - 500'	\$25.33	\$40.04	\$80.09	\$120.14	\$160.21

The following rates are to be charged in addition to the monthly rates Proposed above:

each additional can service \$25.89

each additional 100' distance \$6.75

fee for opening locked gates \$0.00

Special Collection Charges (each time requested)

Freon containing items \$40.50

TV sets & Computer Monitors \$20.19

other special items \$27.41 per yard

all other bulky items \$40.50

used motor oil and filters incl.

Town of Portola Valley - Service Rates Effective July 1, 2013
Collection of Garbage, Recyclables and Yard Trimmings

Form 6. Cost Proposal: Commercial Garbage Collection Service

	Bin Charges						
Collection Frequency	.5 cubic yard*	1 cubic yard	2 cubic yards	3 cubic yards	4 cubic yards	6 cubic yards	8 cubic yards
One per week	\$60.77	\$109.01	\$156.73	\$209.15	\$262.22	\$305.00	\$393.92
Two per week	\$81.90	\$179.23	\$261.56	\$366.37	\$471.87	\$558.57	\$732.02
Three per week	\$103.05	\$252.56	\$366.37	\$523.59	\$681.46	\$815.94	\$1,070.18
Four per week	\$124.18	\$329.02	\$471.19	\$680.81	\$891.10	\$1,065.77	\$1,410.97
Five per week	\$145.30	\$408.66	\$576.00	\$838.04	\$1,100.75	\$1,319.36	\$1,746.43
Six per week	\$166.45	\$491.48	\$680.81	\$995.82	\$1,310.41	\$1,572.97	\$2,084.52

*optional service level: .5 CY = approximately (1) 96-gallon wheeled cart service.

	Push Distance Charges (in increments of feet)						
Collection Frequency	0' - 10'	11'- 25'	26'-50'	51'-100'	101'-200'	201'-300'	301'-400'
One per week	Included	\$36.45	\$40.50	\$47.10	\$54.25	\$65.13	\$75.99
Two per week	Included	\$72.87	\$80.99	\$94.98	\$108.57	\$130.28	\$151.97
Three per week	Included	\$109.34	\$121.49	\$142.48	\$162.82	\$195.41	\$227.94
Four per week	Included	\$145.79	\$161.97	\$189.96	\$217.10	\$260.53	\$303.96
Five per week	Included	\$182.22	\$202.47	\$237.46	\$271.38	\$325.67	\$379.93
Six per week	Included	\$218.65	\$242.94	\$284.94	\$325.67	\$390.79	\$455.94

Additional service charges:

fee for opening a locked gate	\$0.00
fee for bin cleaning	\$32.77
fees for other services **	N/A

Town of Portola Valley - Service Rates Effective July 1, 2012
Collection of Garbage, Recyclables and Yard Trimmings

Form 5A. Cost Proposal: Weekly Residential Garbage, Recyclables and Yard Trimmings Collection

Distance	Mini-Can	1 Can	2 Cans	3 Cans	4 Cans
0' - 10'	\$15.81	\$25.33	\$50.63	\$75.95	\$101.29
10' - 25'	\$17.26	\$27.63	\$55.28	\$82.89	\$110.50
25' - 100'	\$18.71	\$29.95	\$59.89	\$89.84	\$119.76
100' - 200'	\$20.15	\$32.26	\$64.51	\$96.76	\$129.00
200' - 300'	\$21.60	\$34.56	\$69.13	\$103.70	\$138.05
300' - 400'	\$23.32	\$36.90	\$73.73	\$110.61	\$147.50
400' - 500'	\$24.78	\$39.17	\$78.35	\$117.53	\$156.73

The following rates are to be charged in addition to the monthly rates Proposed above:

each additional can service \$25.33

each additional 100' distance \$6.60

fee for opening locked gates \$0.00

Special Collection Charges (each time requested)

Freon containing items \$39.62

TV sets & Computer Monitors \$19.75

other special items \$26.81 per yard

all other bulky items \$39.62

used motor oil and filters incl.

Town of Portola Valley - Service Rates Effective July 1, 2012
Collection of Garbage, Recyclables and Yard Trimmings

Form 6. Cost Proposal: Commercial Garbage Collection Service

Collection Frequency	Bin Charges						
	.5 cubic yard*	1 cubic yard	2 cubic yards	3 cubic yards	4 cubic yards	6 cubic yards	8 cubic yards
One per week	\$59.45	\$106.64	\$153.32	\$204.60	\$256.52	\$298.37	\$385.36
Two per week	\$80.12	\$175.33	\$255.87	\$358.41	\$461.61	\$546.43	\$716.11
Three per week	\$100.81	\$247.07	\$358.41	\$512.21	\$666.65	\$798.20	\$1,046.92
Four per week	\$121.48	\$321.87	\$460.95	\$666.01	\$871.73	\$1,042.60	\$1,380.30
Five per week	\$142.14	\$399.78	\$563.48	\$819.82	\$1,076.82	\$1,290.68	\$1,708.47
Six per week	\$162.83	\$480.80	\$666.01	\$974.17	\$1,281.93	\$1,538.78	\$2,039.21

*optional service level: .5 CY = approximately (1) 96-gallon wheeled cart service.

Collection Frequency	Push Distance Charges (in increments of feet)						
	0' - 10'	11'- 25'	26'-50'	51'-100'	101'-200'	201'-300'	301'-400'
One per week	Included	\$35.66	\$39.62	\$46.08	\$53.07	\$63.71	\$74.34
Two per week	Included	\$71.29	\$79.23	\$92.92	\$106.21	\$127.45	\$148.67
Three per week	Included	\$106.96	\$118.85	\$139.38	\$159.28	\$191.16	\$222.99
Four per week	Included	\$142.62	\$158.45	\$185.83	\$212.38	\$254.87	\$297.35
Five per week	Included	\$178.26	\$198.07	\$232.30	\$265.48	\$318.59	\$371.67
Six per week	Included	\$213.90	\$237.66	\$278.75	\$318.59	\$382.30	\$446.03

Additional service charges:

fee for opening a locked gate	\$0.00
fee for bin cleaning	\$33.00
fees for other services **	N/A



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Brandi de Garneau, Sustainability & Special Projects Manager

DATE: March 27, 2013

RE: **Proposed Monthly Garden Share Event at Town Center**

RECOMMENDATION

Staff recommends that the Town Council approve a monthly garden share event to be held at the Town Center in the Redwood Grove near the Historic Schoolhouse. A garden share is an ideal opportunity for community building in Portola Valley, it will promote the sustainability goals of the Town and will have little impact on Town resources.

BACKGROUND

In September of 2012, Town Staff was approached by Portola Valley resident Rebecca Arora with the idea of creating a monthly “Portola Valley Garden Share” (Garden Share) event at the Town Center. A garden share is an opportunity for neighbors to come together and share the abundance from their gardens – fruits, flowers, veggies, eggs and herbs – as well as ideas, lessons learned and other information. It’s also an opportunity to build community in Portola Valley: neighbors get to know each other and develop a common bond around sustainable living. Mrs. Arora has participated in the Palo Alto Garden Share at Common Ground for two years and is excited about creating an event closer to home.

DISCUSSION

In November 2012, staff met with Mrs. Arora, the Center Director of Common Ground and the organizer of the Palo Alto Garden Share to learn more about these types of programs. Based on this meeting the following benefits were identified:

- **Cultivates community.** Creates a family friendly way for people to come together and collaborate around growing gardens.
- **Educates** through sharing about sustainable gardening, better understanding of our local eco-system and best practices for making your garden grow.
- **Encourages appreciation of natural food**, thereby increasing support for farmers’ markets and Portola Valley’s diverse educational programs.

- **Supports Local Sustainable Practices.** There's nothing more local than your own backyards or walking and biking to connect and share resources.
- **Prevents waste.** If someone has too many lemons, he/she can (a) share them with someone who wants them, and/or (b) get tips from others on how to preserve, juice, bake, donate or compost them.

In addition to the benefits outlined above, staff has determined that a Garden Share event can be included as greenhouse gas reduction measure in the Transportation and Land Use section of the Town's forthcoming Climate Action Plan.

Proposed Garden Share Schedule & Logistics

After reviewing potential times and locations, Staff proposes that the Garden Share event is held in the Redwood Grove (Grove) near the Historic Schoolhouse on the fourth Saturday of each month from 10:00 to 11:00 a.m. This provides a lovely space for the event and eliminates the need for setting out tables, as there are three existing picnic tables in the Grove. This time slot will also allow community members to continue reserving the Grove for picnics, as the event will end before noon. The Palo Alto Garden Share normally has about 15 participants each month – if the Portola Valley Garden Share outgrows the three picnic tables, more tables can easily be added from the stock in the Community Hall (without impacting events).

Below is an outline of items that are typically shared at a garden share event. You will see the only prepared foods listed are pickles, preserves and jams. Town Staff proposes that any prepared items exchanged at the Garden Share are required to comply with the new California Homemade Food Act adopted in September 2012. The law creates a new category of food production called a cottage food operation, which can be operated out of a home kitchen. The types of foods that a cottage food operation can sell are limited to "non-potentially hazardous foods," which are foods that are unlikely to grow harmful bacteria or other toxic microorganisms at room temperature.

Items Typically Shared at a Garden Share:

Freshly picked:	Freshly made:	For growing:	For composting/fertilizing:
* fruit	* pickles	* seeds	* chicken manure
* vegetables	* preserves/jams	* seedlings	* earth worms
* herbs		* roots or bulbs	* grass clippings
* flowers			
* eggs			

Note: The actual quantity of sharing is quite small. The garden share is not intended to be a primary food source.

Mrs. Arora has agreed to host the Garden Share event and will be responsible for setup and cleanup. She will also provide a short written brief to Town Staff after each event, which will recount any issues or concerns. No staff time will be needed to conduct the event apart from advertising through the Town's normal channels. Town Staff is very supportive of a Garden Share event at the Town Center.

RESOURCES

California Homemade Food Act:

<http://www.cdph.ca.gov/programs/Pages/fdbCottageFood.aspx> .

Approved: Nick Pegueros, Town Manager *N.P.*



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Nick Pegueros, Town Manager

DATE: March 27, 2013

RE: **Update on the Affordable Housing Ad-Hoc Committee**

Pursuant to the Town Council adopted charter for the Affordable Housing Ad-Hoc Committee (Committee), this is a status report on the Committee's progress to date.

The Committee has held two meetings to date; agendas for both of those meetings are attached. The first meeting was an introductory meeting that focused on the need for affordable housing in both the County and the Town of Portola Valley. At the meeting, Mark Moulton of the Housing Leadership Council of San Mateo County presented information about affordable housing needs and programs in the county. Staff also discussed the survey conducted of employees in the Town. A summary of the results of that survey was distributed to committee members and is attached for the Town Council's information.

The second meeting included a discussion of community outreach efforts the committee will be undertaking during the next month, a presentation of some background material on state housing element law and the Town's housing programs, and an initial discussion of one of the two deliverables outlined in the charter: the mission statement on affordable housing.

A subcommittee of three members developed the neighborhood outreach program, which includes four larger neighborhood meetings as well as a number of smaller in-house neighborhood meetings. The four neighborhood meetings are scheduled for March 26, March 28, April 3 and April 8, and will be held at different locations throughout the town. Additional in-house neighborhood meetings will be hosted by individual committee members; those meetings are being scheduled. To ensure that the meetings are managed in the same way, the subcommittee also developed a meeting format and script.

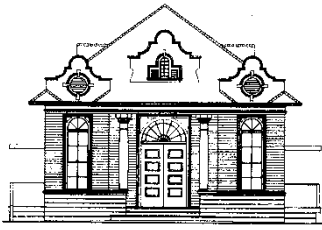
At the March 19th meeting, the committee as a whole did not request guidance from the Town Council on any particular issues. However, a few committee members expressed concerns that the Town Council should be aware of:

1. Time Allowed for the Committee's Work – Committee member Warr recommended that that Town Council consider extending the time allowed for the Committee to complete its work. He expressed concern that the Committee was being asked to tackle a very complex issue in a very short time, and it would be difficult to do a good job in only five meetings. Several other members of the committee agreed that the pace is fast and that more time may be needed, and some members were concerned that the community outreach process is being rushed. Most, however, said that they would prefer to move forward as scheduled for the time being. The majority of the committee agreed that there is never enough time. Several committee members mentioned that the committee could reassess its progress after one or two more meetings and request more time, if necessary.
2. "Within the Town" – Committee member Dworak expressed her concern that the Town might be misleading the residents by stating that the RHNA allocations require construction of new units "within the Town". Karen Kristiansson explained that "within the town" is a factually correct statement because once the RHNA numbers are adopted, each jurisdiction must plan for the number of units that are assigned to that jurisdiction. The majority of the committee did not request further clarification.
3. Brown Act – Committee member Dworak also requested a legal opinion on the need for the Committee to comply with the open meeting requirements of the Brown Act. She felt that having to comply with the Brown Act was hindering communication between committee members and making it more difficult for the committee to do its work, especially within the tight schedule. A majority of the committee did not express a view point on this issue. The Town Attorney's office has confirmed that the Committee is subject to the Brown Act.
4. Staff Support – Committee members Dworak and Warr expressed a need to reconsider the level of staff support for the committee. The Committee has come up with a number of questions to which they would like answers. Staff has put these questions on what is called the "Bin List" (attached). Several members felt that having answers to at least some of the questions would be important for the neighborhood outreach meeting. Because there are not enough staff resources available to address all bin list items, the committee established an informal subcommittee (Ginner, Hasko, and Warr) to organize and prioritize the bin list questions. Staff committed to addressing the highest priority questions first. Some committee members felt that having additional staff support to get more of the bin list questions answered more quickly would help with the Committee's work.

Staff support to the Committee has been a much larger demand on limited staff resources than anticipated. Over the past four weeks, staff (the Town Manager and Principal Planner Karen Kristiansson from Spangle Associates) has already devoted an estimated 80 hours coordinating and attending meetings, preparing the meeting agenda packets, responding to committee member requests, etc., and this work will continue as the committee moves forward. A majority of the committee did not take a position on the request for more staff support.

ATTACHMENTS

1. Committee Agenda for March 5, 2013
2. Committee Agenda for March 19, 2013
3. Memo on Results from the Affordable Housing Survey
4. "Bin List" Questions



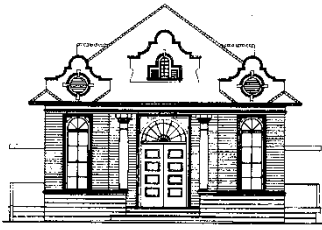
TOWN OF PORTOLA VALLEY
Affordable Housing Ad-Hoc Committee
Tuesday – March 5, 2013 at 7:00 p.m.
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call To Order
2. Oral Communications
3. Opening remarks
4. Group introductions and sharing of concerns & interests on affordable housing
5. Review of orientation memo
6. Review of charter and committee objectives
7. Discussion of the need for affordable housing
 - a. Need for affordable housing in San Mateo County - Mark Moulton, Executive Director of Housing Endowment And Regional Trust (HEART) and the Housing Leadership Council of San Mateo County
 - b. Need for affordable housing in Portola Valley
8. Formation of subcommittees
9. Wrap up and discussion of March 19th meeting agenda
10. Adjournment by 9:00 PM

The following documents may provide helpful baseline knowledge for the above agenda:

- A. The Town's adopted Housing Element
- B. Memo from Karen Kristiansson – Background Information on Status of Progress to Implement Portola Valley's General Plan Housing Element
- C. Frequently Asked Questions on Affordable Housing in Portola Valley
- D. "The State of Housing in California 2012: Affordability Worsens, Supply Problems Remain" by the Department of Housing and Community Development
- E. "Housing Our Future" by San Mateo County Department of Housing
- F. "Occupations with the Most Job Openings" by HEART
- G. 2013 San Mateo County Income Limits rev. 12/11/2012



TOWN OF PORTOLA VALLEY
Affordable Housing Ad-Hoc Committee
Tuesday – March 19, 2013 at 7:00 p.m.
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call To Order
2. Oral Communications
3. Approval of March 5, 2012 Meeting Minutes
4. Status of Questions/Concerns on Affordable Housing Submitted to Staff (the “Bin List”)
5. Discussion of Mission Statement (7:10)
6. Report from the Neighborhood Outreach Subcommittee (7:30)
7. Overview and Discussion of Housing Element (8:00)
 - a. State Mandates for Affordable Housing
 - b. Adopted Housing Element Programs
8. Discussion of Progress Report to Town Council on March 27th (8:40)
9. Wrap up and discussion of April 16th meeting agenda (8:50)
10. Adjournment (9:00)

The following documents may provide helpful baseline knowledge for the above agenda:

- a. [State housing element law](#)
- b. [Town's Second Unit Manual](#)
- c. “What Happens If a Jurisdiction Does Not Adopt a Housing Element or the Element Does Not Comply with State Law?” - 21 Elements memo



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Members of the Affordable Housing Ad-Hoc Committee

FROM: Nick Pegueros, Town Manager

DATE: March 5, 2013

RE: **Affordable Housing Survey Results**

Survey Distribution

According to Town's General Plan, there are an estimated 1,250 to 1,500 jobs/employees within Portola Valley's Town limits. In December 2012, an online survey on affordable housing was provided to the 73 known employers in town that were identified based on business license data. The survey was made available in Spanish however, to our knowledge, it was not utilized.

A total of 104 responses were received, of which 91 were from people who work within the town. The other 13 respondents were likely people who work for the Sequoias, the Woodside Fire Protection District or another employer with employees both within and outside the town. Of the 91 respondents who work in town, 59 respondents were from "moderate" income households or below and would be considered eligible for an affordable housing program under the current income caps.

Summary of Conclusions

From analyzing the data, there are several interesting conclusions:

- There are at least 51 households with people who work in Portola Valley and have household incomes at the "moderate" income level or below who would be interested in living in Portola Valley if they could afford to purchase housing in town.
- While most respondents were from small households, over a quarter of households at the "moderate" income level or below have four or more people.
- Almost 60% of those respondents from "low", "very low" and "extremely low" income households who work in Portola Valley live more than 15 miles away from the town.

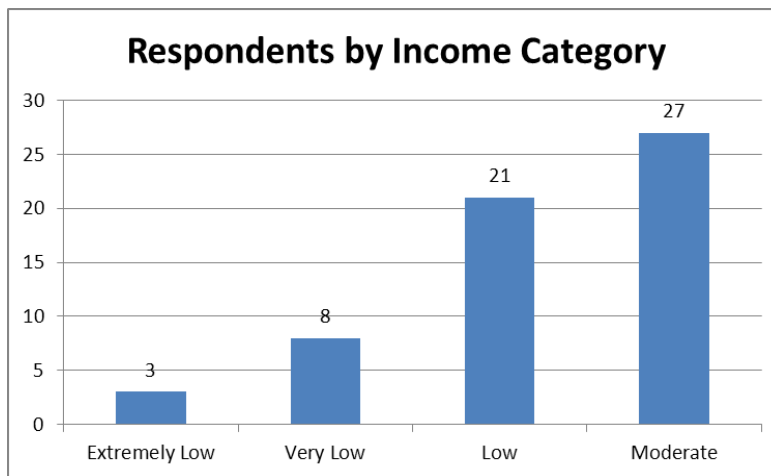
More information about the results is provided in this memo.

Results

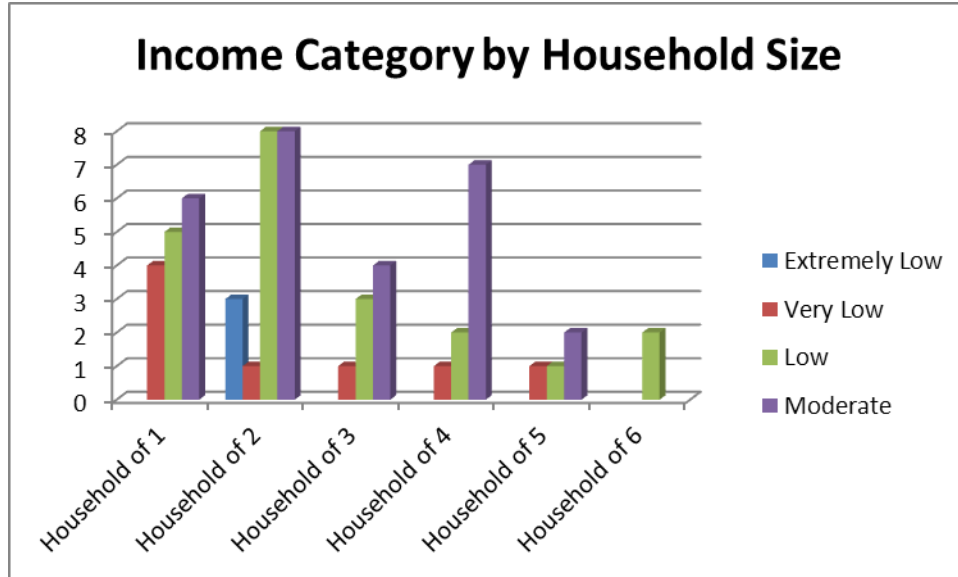
Of the 91 respondents, 59 (or 57%) reported a household income less than the cap on “moderate” income households as established by San Mateo County. **The balance of the respondents, 32, reported a household income above the “moderate” income cap and those respondents have been omitted from the analysis in this report.** The following provides an illustrative sample of the household income caps by category for households in San Mateo County:

Income Category	Household of 2	Household of 4
Extremely Low	\$26,650	\$33,300
Very Low	\$44,400	\$55,500
Low	\$71,050	\$88,800
Moderate	\$98,900	\$123,600

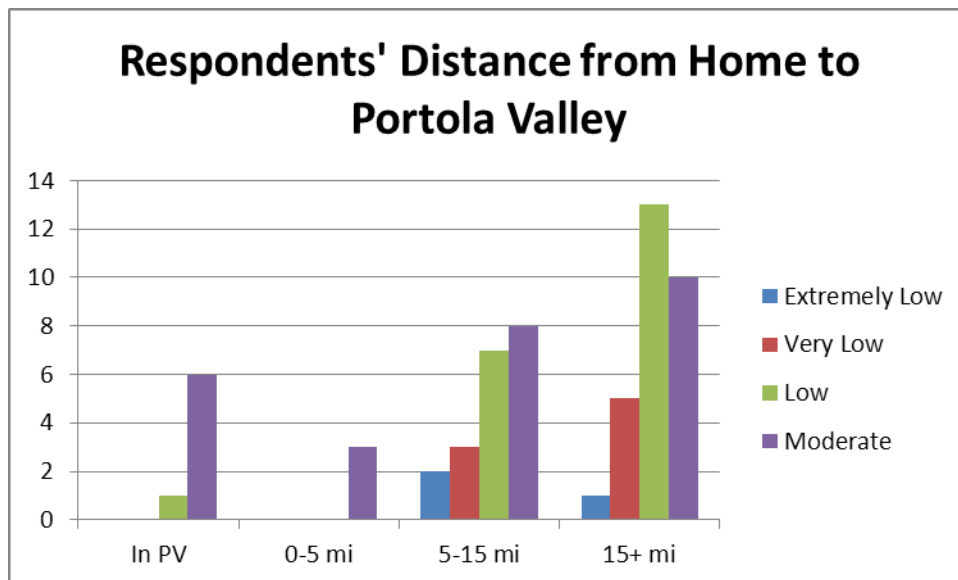
The distribution of incomes demonstrates that the largest category of respondents fall in the definition of “moderate” income (26%). Approximately 20% of the respondents are from low income households.



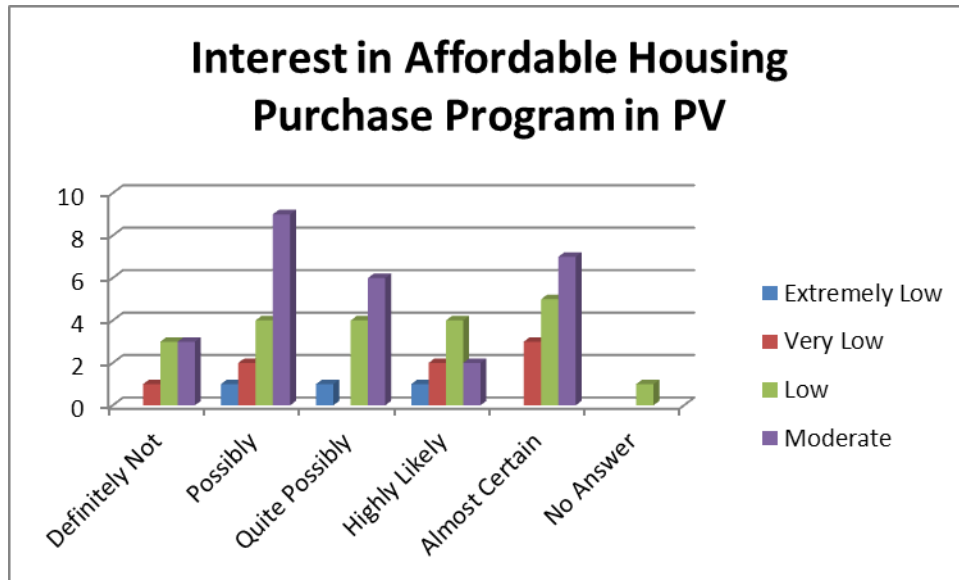
When household size is taken into consideration, 35 respondents (59%) reported households of no more than 2 individuals. Of the remaining respondents, 16 (27%) of respondents have households with four or more.



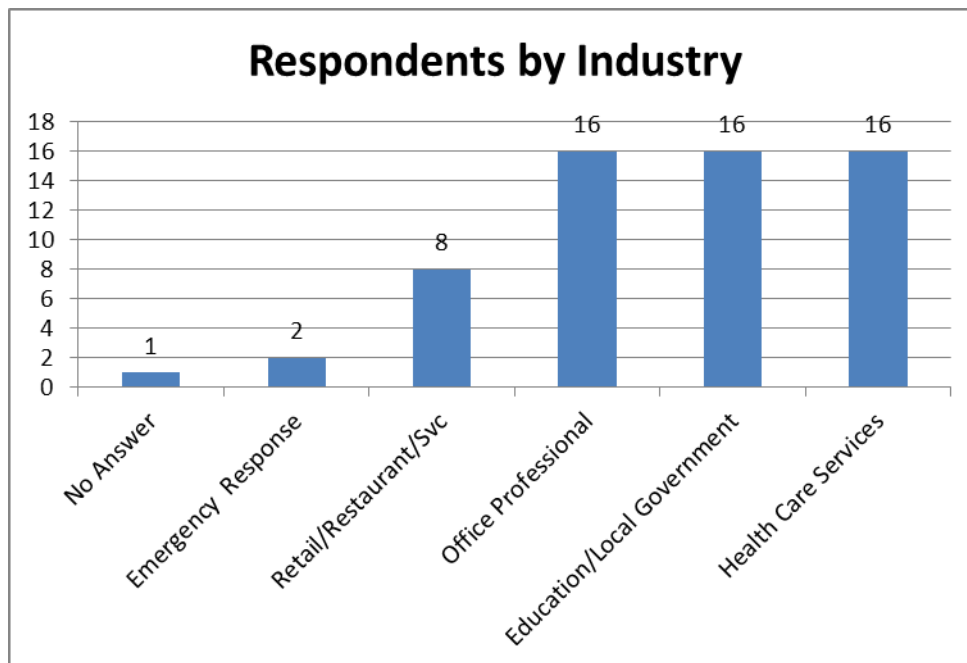
Nearly 60% of the people from “low”, “very low” and “extremely low” incomes report living more than 15 miles from Portola Valley, compared with 37% of people from “moderate” income households.



When asked their interest in buying a home in Portola Valley as part of an affordable housing program, 24 respondents stated “Almost Certain or Highly Likely” and 27 respondents stated “Possibly or Quite Possibly”. This represents 86% of the respondents reporting incomes at or under the cap on moderate income households.



Respondents were asked to classify their current profession into one of several industries. 81% of the respondents reported the profession as in “Office Professional,” “Health Care,” or “Education/Local Government”.



Closing remarks

The information collected in this survey, while not scientific, helps to quantify the need for affordable housing in Portola Valley. The survey yielded responses from those individuals who are critical to providing services to town residents: healthcare workers, educators, office professionals, service workers, and emergency responders. We know, however, that the need for affordable housing is not limited to those who work in the community. Further areas of investigation might include surveying town residents to quantify affordable housing needs amongst the following populations:

- Seniors or disabled individuals living on a fixed income
- Young adults starting their career and wishing to live to their home town
- Families impacted by the loss of a loved one or a divorce
- Renters who are currently spending more than 30% of their income on housing costs

Of course, any demand for affordable housing amongst town residents only adds to the already substantial need identified as part of this survey. I would like to thank the employers who facilitated distribution of the survey to their employees. I would also like to thank town staff for pulling together a number of resources to make the survey possible.

Town of Portola Valley
Affordable Housing Ad-Hoc Committee: Bin List
As of March 15, 2013

This "Bin List" is a compilation of questions/concerns raised by members of the committee or members of the public on the topic of affordable housing in Portola Valley.

- 1) Where could affordable housing be built when considering various constraints: geology, soils, scenic corridors, etc. and how can that be demonstrated visually on a map.
- 2) More about financing of affordable housing: what is the optimal balance of costs (land, construction) and revenue (sale price/rent). Does HLC/HEART have an economic model that could be used in an analysis?
- 3) What controls do local governments have over affordable housing once it's built?
- 4) How do housing projections account for a downturn in the economy (fewer jobs)?
- 5) What is the State law regarding to housing elements/affordable housing mandates?
- 6) Information about consequences of non-compliance, including text of law and how many times sanctions have been applied
- 7) How are similar communities addressing affordable housing? (Los Altos Hills, Hillsborough, Woodside, Saratoga, Monte Sereno, etc.)
- 8) Restrictions placed on management of the affordable housing based on federal laws.
- 9) How did the amnesty program work in the past to get more second units counted? What were the incentives for homeowners? Can this be used again?
- 10) We need to focus on the economics of building affordable housing in PV-building and development costs, allowed selling/rental prices. This is where the rubber meets the road. We can use our recent exposure to 900 Portola Rd. as one example. The questions concerning the acquisition prompted the formation of this Committee.
- 11) PV has been accepting of state/local mandates. How do we know the assumptions behind the RHNA numbers are realistic? It appears other towns may be questioning their numbers.
- 12) One may assume many residents live in PV because of the low density, rural atmosphere. I am one of them. At what point do we lose control over our zoning and is the community willing to give that up for dense affordable housing?
- 13) I would like to have an update on the sites identified on pages 66-69, listed in the Site Inventory, of the Housing Element, that were identified as perhaps being about to do something or had recently added a unit, specifically, Sites 19 and 44, as well as whether any single units have been built on the 51 lots "that could reasonably be expected to be developed by 2014."

Town of Portola Valley
Affordable Housing Ad-Hoc Committee: Bin List
As of March 15, 2013

- 14) Also, the 900 Portola Road property was not listed as a potential site in the 2009 inventory. Could it and the property next door with the unit above a garage, where there had been an art gallery in the long narrow building at the front of the property, be added to the inventory, with similar descriptions of probability and restrictions?
- 15) How involved does the Town get with affordable housing
- 16) What is the title of the book recommended by Mark Moulton?
 - a) *The Architecture of Affordable Housing*, by Sam Davis. Three copies are available through the Peninsula Library System. New and used copies can be purchased online.
- 17) The town has \$2.9M currently earmarked for affordable housing. What are the viable options for those funds and when can or must they be spent? For example, if we cannot build here in town due to geologic constraints or other reasons, what research has been done to determine how to best fund housing in other communities? For example, can we use part of it to fund an existing or future HEART project? Can we use part of it for a San Mateo non-profit such as CORA that provides housing for victims of domestic abuse? Can the funds be used to purchase vacant foreclosed properties from banks that can be managed by HEART or other? Is neighborhood revitalization with parks, community centers, etc. an acceptable way to spend the funds?
- 18) What happens in July of 2014 if we don't hit the appropriate target? Is the work the ad hoc committee doing now enough to meet the requirements?
- 19) On red page number 123 under question 15, what entities are available and/or under consideration for potential management of a development?
- 20) If we do build here in Portola Valley, Will some of the funds be held back to accommodate law suits and other unexpected expenses (such as the legal matter recently announced by Menlo Park);
- 21) What will it cost us to pay for a property manager; and
- 22) Who at the town will manage the property manager and how much will that cost us?
- 23) In the memo dated 2/27/13, red page number 9, under Program 2, paragraph 2., can you please clarify "housing that is ancillary to the primary use of the site?"
- 24) In the same memo on red page number 10, at paragraph 4, am I reading the language correctly that the town is considering the option of building 85 units on 3.5 acres at the Stanford Wedge?
- 25) On the same page at paragraph 5, are the parking standards set forth realistic for a town like Portola Valley that does not have as many public transportation options as other areas (meaning residents would more than likely have one car for each adult above driving age)? If, according to the materials, affordable housing assumes that two people occupy each bedroom, then in a one bedroom unit it is likely that two adults with one car each would occupy the unit, so realistically, a one bedroom would have two cars, not one car. Further, if 8 units of 2 bedrooms each are built,

Town of Portola Valley
Affordable Housing Ad-Hoc Committee: Bin List
As of March 15, 2013

potentially the development will have 32 resident cars and additional service, guest, etc. spaces. Would we need to do a PUD for parking?

- 26) If 900 Portola Road is chosen as a building site, how would the parking affect the scenic corridor?
- 27) At what point does the Department of Transportation or other public transit authority step in to demand that we need increased bus service or additional infrastructure such as stop lights (e.g., number of units or residents on site)? If they do so, is the town required to pay for such infrastructure and what are the estimated costs?
- 28) Starting on page 40 of the same memo concerning housing availability, why was MLS data not included with the Craigslist and Almanac estimations?
- 29) A recurring theme in all of the materials from the federal, state, regional, local and town indicate a strong need for senior housing. Can the Sequoias accommodate more units?
- 30) Many of the residents of the Sequoias have been vocal about increasing diversity. What are the demographics of the Sequoias and what can be done to increase diversity in those units in the future?
- 31) Is there a plan for the Priory to accommodate more units?
- 32) Can we get a full picture of the units required and how the numbers might work? That is, how can we nail down a target? For example, if 8 units have been permitted for senior housing at Sausal and 6 units at Priory have been permitted for employees, totaling 14 units, can we deduct these 14 units from the target of 64 units, meaning we need to build only 50 more units?
- 33) Can we get an explanation of the maps and sites available? Do the maps include areas that for geologic, seismic, slope, drainage, and other constraints could not be developed or were those "carved out" of the equation? Are Ladera and other unincorporated areas included in the equations? The town has approved the building of 64 units. Is that number set in stone, so to speak, for the 2014-2022 cycle? Other towns have disagreed with RHNA numbers and are seeking reassessment. Has or will the town seek reassessment?
- 34) Does the town have a very clear understanding of the interplay between the various levels of government and the various departments within those levels? For example, what are the town's rights and responsibilities now and also well into the future for receiving and/or overseeing those who have received specific funds and/or benefits from government agencies (federal, state, regional and local)? More specifically, does it know who may potentially have jurisdiction and cross-jurisdiction over the development(s) and what the cross-funding requirements might be?
- 35) Have any reports been done for potential sites in connection with environmental protection (land, plants, animals, habitats, etc.)? How does that comply with the Conservation Element and Sustainability Element of the General Plan?
- 36) What have other rural communities done to meet affordable housing mandates?

Town of Portola Valley
Affordable Housing Ad-Hoc Committee: Bin List
As of March 15, 2013

- 37) Can we get a summary explanation of the count of secondary units in town? How many such units do we have? How many are permitted? Are non-permitted secondary units counted? By what means are the units counted (e.g., permits, windshield, MLS, Craigslist, Almanac, Google maps, etc.)? When was the last survey of secondary units conducted? What is the status of discussions about amnesty programs, incentives, etc. per past meetings and materials?
- 38) Can we get more details about the survey that was sent to 75 employers? Is there a list of those employers? Do we know who answered those surveys – a manager, a cashier, etc.? Has a survey been done of "those who administer the town's affairs, teach its children and care for its elderly" as well as other folks who have been mentioned in materials such as firefighters?
- 39) Will units be sold or rented? If sold, how can title be qualified so that owner must sell at reduced value and cannot reap windfall profits. How maintain control over eligibility of subsequent owners/renters?
- 40) Process for finding the best qualified organization to manage these units. Best track record for City and occupant satisfaction? Fewest screw-ups?
- 41) Detailed examination of programs that have had problems - is there a clearing house for this info? Ashland, OR, evidently had buyers sell soon for big profits. Exactly what went wrong in Menlo Park?
- 42) Review process of Nathorst Triangle effort: what can we learn from that experience that will help us move forward more successfully and with less acrimony/cost?
- 43) I could also use information about what went on in the 900 Portola Rd. situation – not that we are picking sites but it would be helpful to understand the sequence of events as it may instruct us on future efforts and analyses. I would also appreciate any reading references to the issue more generally – could you or HEART provide a list?

#9

There are no written materials for this agenda item.

Friday – March 15, 2013

1. Agenda (Action) – Planning Commission – Wednesday, March 6, 2013
2. Agenda (Action) – ASCC – Monday, March 11, 2013
3. Agenda (Action) – Town Council – Wednesday, March 13, 2013
4. Agenda – Sustainability Committee – Monday, March 18, 2013
5. Agenda – Parks & Recreation Committee – Monday, March 18, 2013
6. Agenda – Affordable Housing Ad-Hoc Committee – Tuesday, March 19, 2013
7. Agenda – Planning Commission – Wednesday, March 20, 2013
8. Agenda – Open Space Acquisition Advisory Committee – Tuesday, March 19, 2013
9. Report to the Town Council from the San Mateo Grand Jury re: Grand Jury Report “Water Recycling – An Important Component of Wise Water Management” – March 6, 2013
10. Letter from Dr. Faye Brophy DVM, Chair of Equestrian Trail Riders’ Action Committee (ETRAC), to Judith Hasko, Nick Pegueros and Howard Young re: Request for Trails Committee to more effectively deal with trail safety concerns
11. Flyer from Stephen Mahaley, OES District Coordinator re: Invitation to view setup of the Portable EOC and new Mobile Command Vehicle – March 20, 2013
12. Letter from Alex Padilla, California State Senator for 20th District re: Request for support to Senate Bill 135 (statewide earthquake early warning system) – March 1, 2013
13. Letter from Meg Courtney, Chair of the Mendocino Solid Waste Management Authority to the Town Council re: Request for support to void city adopted ordinances banning single use carryout bags – March 6, 2013
14. Notice from SamTrans re: Notice of Intent to adopt a negative declaration for the SamTrans service plan
15. Memo from Nick Pegueros, Town Manager re: – Weekly Update – March 15, 2013

Attached Separates (Council Only)

1. Invitation to an Open House with Senator Jerry Hill – Thursday, March 28, 2013
2. Invitation to State of the City Address from the City of East Palo Alto – Thursday, March 26, 2013
3. Invitation from Family and Children Services for the 10th annual Circle of Support Breakfast – Thursday, May 2, 2013
4. District Report from the San Mateo County Mosquito and Vector Control - February 2013
5. Newsletter from InnVision Shelter Network – Spring 2013
6. Labor – March 2013 – Volume 75, Number



**TOWN OF PORTOLA VALLEY
REGULAR PLANNING COMMISSION MEETING
765 Portola Road, Portola Valley, CA 94028
Wednesday, March 6, 2013 – 7:30 p.m.
Council Chambers (Historic Schoolhouse)**

ACTION AGENDA

Call to Order, Roll Call 7:34 p.m.

Commissioners McIntosh, McKitterick, Targ, Vice-Chairperson Gilbert and Chairperson Von Feldt present.

(Also present: Nick Pegueros, Town Manager; Tom Vlastic, Town Planner; Leigh Prince, Assistant Town Attorney; Steve Padovan, Interim Planning Manager, Karen Kristiansson, Principal Planner; Ted Driscoll, Town Council Liaison; Maryann Derwin, Town Council)

Oral Communications **None**

Persons wishing to address the Commission on any subject, not on the agenda, may do so now. Please note, however, the Commission is not able to undertake extended discussion or action tonight on items not on the agenda.

Regular Agenda

1. *Continued Public Hearing:* Application for amendment to Conditional Use Permit (CUP) X7D-30 for parcel merger and expansion of athletic fields with new track and artificial turf infill at 302 Portola Road, Woodside Priory School, Initial Study/Mitigated Negative Declaration, and responses to comments

This item was continued from the December 5, 2012 meeting to consider additional comments on the project and the Initial Study and Mitigated Negative Declaration. Karen Kristiansson provided background on the project and explained the latest revisions to the environmental document. Representatives of the Priory presented additional information. The Commission then opened the public hearing. Once the public hearing closed, the Commission proceeded through the documents with staff and the applicant responding to various questions and comments. The Commission agreed that a physical site visit to a location with a similar artificial turf field would be beneficial but that members should go on their own. The Commission agreed to continue the public hearing to March 20, 2013.

Commission, Staff, Committee Reports and Recommendations **None**

Approval of Minutes: February 6, 2013 **Approved 5-0 as corrected.**

Adjournment: **10:24 p.m.**

ASSISTANCE FOR PERSONS WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Planning Technician at 650-851-1700 ext. 211. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

AVAILABILITY OF INFORMATION

Any writing or documents provided to a majority of the Town Council or Commissions regarding any item on this agenda will be made available for public inspection at Town Hall located 765 Portola Road, Portola Valley, CA during normal business hours.

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley branch of the San Mateo County Library located at Town Center.

PUBLIC HEARINGS

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge a proposed action(s) in court, you may be limited to raising only those issues you or someone else raised at the Public

Hearing(s) described later in this agenda, or in written correspondence delivered to the Planning Commission at, or prior to, the Public Hearing(s).

This Notice is posted in compliance with the Government Code of the State of California.

Date: March 1, 2013

CheyAnne Brown
Planning Technician



**TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Monday, March 11, 2013
Special Joint Field Meeting (time and place as listed herein)
7:30 PM – Regular ASCC Meeting
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028**

ACTIONS

SPECIAL JOINT ASCC/PLANNING COMMISSION FIELD MEETING*

4:00 p.m. 6 Buck Meadow Afternoon session for preliminary consideration of plans for new residential development of a vacant 2.97-acre parcel in the Blue Oaks subdivision. (ASCC review to continue at Regular Meeting) **All ASCC members present. Planning Commission members Von Feldt, Gilbert and McIntosh also present. Town Planner Vlasic and the applicant's project team presented the proposal. The ASCC and Planning Commissioners asked questions and heard public comment while walking the site. ASCC comments were held for the evening meeting.**

7:30 PM - REGULAR AGENDA*

1. Call to Order: 7:30 p.m.
2. Roll Call: **Breen, Clark, Hughes, Koch, Ross present. (Also present Tom Vlasic Town Planner; Steve Padovan Interim Planning Manager; Jeff Aalfs Town Council Liaison; Alex Von Feldt, Planning Commission Liaison)**
3. Oral Communications: Persons wishing to address the Commission on any subject, not on the agenda, may do so now. Please note, however, the Commission is not able to undertake extended discussion or action tonight on items not on the agenda.

Chair Breen asked the Commissioners to think about potential special projects for the next fiscal year.

4. Old Business:
 - a. Architectural Review for Addition of Detached Accessory Structure "Recreation Room/Studio," 121 Ash Lane, Vidalakis

Commissioner Koch recused herself. Mr. Vlasic presented the report followed by the applicant. The ASCC shared comments and suggestions concerning the proposal. Rusty Day with the Westridge Architectural Supervising Committee (WASC) stated that the relocated accessory building was approved by the WASC. The Commission agreed that the new location was preferable. Project approved 4-0-1 subject to conditions that the landscaping and floor area be reviewed by staff and the WASC prior to building permit issuance.

- b. Continued Consideration of Staff Referral for Architectural Review – Fence Permit Application, 295 Golden Oak Drive, Keamy.

Mr. Padovan presented the report. The applicant provided a revised fence plan. The ASCC shared comments and suggestions concerning the revised

proposal. The Commission found the proposed changes to be acceptable and agreed that taller landscape screening along the front of the fence was necessary. In addition, the boulders should be deleted from the landscape plans. Project approved 5-0 subject to conditions that a professional landscape plan be submitted for review and approval by staff and a member of the ASCC.

- c. Continued Architectural Review – Residential Redevelopment with Swimming Pool and Related Site Improvements, 420 Golden Oak Drive, Woods.

Mr. Vlastic presented the report and provided details on the revisions to the plans. The applicant's architect submitted additional information on surrounding residences. The ASCC shared comments and suggestions concerning the revised proposal. The majority of the Commission agreed that the concentration of development into one structure was preferable along with deed restrictions for the patio covers. Project approved 4-1 subject to conditions for a final lighting and landscape plan and for a deed restriction to not enclose the covered patios.

5. New Business:

- a. Preliminary Architectural Review for New Blue Oaks Residence and Site Development Permit X9H-650, 6 Buck Meadow Drive (Lot 34), Strick
- b. Mr. Vlastic summarized what occurred at the afternoon meeting followed by a brief presentation by the applicant. The ASCC shared comments and suggestions concerning the proposal. In general, the Commission strongly supported the project. Project review continued to 3/25/13 meeting.

6. Commission and Staff Reports

18 Redberry Update - Mr. Vlastic stated that a draft plan has been submitted, a habitat restoration firm has been hired and a Notice of Violation was sent to the owner.

7. Approval of Minutes: February 25, 2013 **Approved as submitted.**

8. Adjournment : **10:02 p.m.**

*For more information on the projects to be considered by the ASCC at the Special Field and Regular meetings, as well as the scope of reviews and actions tentatively anticipated, please contact Carol Borck in the Planning Department at Portola Valley Town Hall, 650-851-1700 ex. 211. Further, the start times for other than the first Special Field meeting are tentative and dependent on the actual time needed for the preceding Special Field meeting.



TOWN OF PORTOLA VALLEY

Page 57

3

7:30 PM – Town Council Meeting

Wednesday, March 13, 2013

Historic Schoolhouse

765 Portola Road, Portola Valley, CA 94028

ACTION AGENDA

7:34 PM – CALL TO ORDER AND ROLL CALL

Councilmember Aalfs, Councilmember Derwin, Councilmember Driscoll, Vice Mayor Wengert, Mayor Richards

All Present

ORAL COMMUNICATIONS

Persons wishing to address the Town Council on any subject may do so now. Please note however, that the Council is not able to undertake extended discussion or action tonight on items not on the agenda.

Resident Lindsay Bowen thanked Town Manager, Nick Pegueros for attending opening day of Little League and also Recreational Facilities Coordinator, Tony Macias for assistance with set-up.

- (1) **PRESENTATION** – Oral Report from Carol Borck, Assistant Planner, with an update on the Town's Green Building Ordinance – Point and Material Trends

Assistant Planner Borck provided Council with an update on the status of the Green Building Ordinance with regard to project points being achieved.

CONSENT AGENDA

The following items listed on the Consent Agenda are considered routine and approved by one roll call motion. The Mayor or any member of the Town Council or of the public may request that any item listed under the Consent Agenda be removed and action taken separately.

- (2) **Approval of Minutes** – Special Town Council Meeting of February 13, 2013

Approved as amended 3-2 with Council members Derwin and Driscoll abstaining

- (3) **Ratification of Warrant List** – February 27, 2013

- (4) **Approval of Warrant List** – March 13, 2013

- (5) **Appointment by Mayor** – Request for appointment of members to the Bicycle, Pedestrian & Traffic Safety Committee

- (6) **Appointment by Mayor** – Request for appointment of members to the Trails & Paths Committee

- (7) **Recommendation by Administrative Services Manager** – Rejecting the Claim of Ron Wilson

- (a) Resolution of the Town Council of the Town of Portola Valley Approving Directing the Return of the Claim of Ron Wilson (Resolution No. 2579-2013)

Items 3 – 7 approved 5-0

REGULAR AGENDA

- (8) **Recommendation by Public Works Director** – Approval of Plans and Specifications for Ford Field Renovation Project #2011-PW02B

- (a) Resolution of the Town Council of the Town of Portola Valley Approving Plans and Specifications and Calling for Bids for the Ford Field Renovation Project #2011-PW02B (Resolution No. 2580-2013)

Council approved 5-0

- (9) **Recommendation by Public Works Director** – FY 2012/2013 Annual Street Resurfacing Project

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving Plans and Specifications and Calling for Bids for the 2012/2013 Street Resurfacing Project No. 2012-PW01 (Resolution No. 2581-2013)

Council approved 5-0

- (10) **Recommendation by Sustainability and Special Projects Manager** – Proposed revisions to the Town Public Events Signage/Banner Policy

Banner policy approved 5-0

- (11) **Recommendation by Administrative Services Manager** – Proposed revisions to Town Website Policy

Website policy approved 5-0

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (12) **Requested Assignment of Town Representative** - to newly formed Housing Element Issues Committee by Assemblyman Gordon

Councilmember Derwin volunteered to attend committee meetings

- (13) **Reports from Commission and Committee Liaisons**

There are no written materials for this item.

Councilmember Derwin – At its March 6 Planning Commission meeting the subject of the Priory turf was voted with a 2 – 2 vote. Final vote will be cast by Commissioner Targ who requested additional information on the subject. This item was continued to the March 20 Planning Commission meeting. The Library JPA is on target to eliminate its structural deficit and should be gone by 2015 – ‘16. Also the JPA is piloting a new word base classification system that goes beyond the dewey decimal system. The pilot program will launch at the Portola Valley library. Sustainability Committee met to discuss Energy Upgrade, Tuesday Harvest Speaker Series and Climate Greenhouse. Portola Valley and Woodside will hold a combined Earth Day on April 27 at Runnymede Farm in Woodside. Councilmember Derwin attended the February Council of Cities meeting where Pedro Gonzalez of South San Francisco was voted to the ABAG seat, Nadia Holoher of Millbrae to LAFCO and David Canepa of Daly City to the Transit Authority Board. C/CAG revised their by-laws to eliminate one of the two Vice Chair positions. The new Chair and Vice Chair will be elected this month. C/CAG filed an amicus brief with Los Angeles and San Diego regarding recent storm water mandates.

Councilmember Driscoll – None to report

Councilmember Aalfs – ASCC reviewed a project in Blue Oaks that was well under its floor limits, a project on Golden Oak that was right at its floor limits and a project on Ash Lane back for second review was approved. The Historic Resources Committee is looking to purchase an additional fireproof cabinet and is working on a program in September to bring public awareness to Jasper Ridge. Nature & Science Committee is preparing for Flight Night.

Vice Mayor Wengert – Bicycle, Pedestrian and Traffic Safety Committee voted in new Chair, Ed Holland and Vice Chair, Shandon Lloyd. The committee recapped the bike lane proposal and is working on an outreach program to educate residents of the Sequoias on bike rules and regulations. Bike Day scheduled for April 20 and bike to work day is May 9. The Trails and Paths Committee decided to not comment on the Upper Alpine petition, mainly due to it being outside the purview of the Town.

Mayor Richards – Emergency Preparedness Committee was asked what, if any, is their responsibility in the event of a school shooting. The Committee agreed that it is the responsibility of the Sheriff’s Department. The Committee is working to install the temporary radio antenna at Town Center. The Cultural Arts Committee has announced this year’s summer concerts dates of June 20, July 18 and August 22. The Conservation Committee held a broom pull on March 9 and has completed its Redwood Tree Guidelines. At the last HEART meeting, Mark Moulton spoke on the subject of affordable housing.

WRITTEN COMMUNICATIONS

- (14) **Town Council Weekly Digest** – February 15, 2013 - **None**

- (15) **Town Council Weekly Digest** – February 22, 2013

#3 – Request for Grand Jury appointment - Town Attorney said it was an enormous time commitment

- (16) **Town Council Weekly Digest** – March 1, 2013

#7 – Town Manager Pegueros reported that Town Historian, Nancy Lund was liaison to the Boy Cub and Girl Scouts for set-up of this year’s Town Picnic. Councilmember Derwin said the School Gala will be held this

year and competition for Blues & BBQ. She suggested, with Council concurrence, to not hold Blues & BBQ this year but rather next year when the Town will celebrate its 50th Anniversary.

(17) **Town Council Weekly Digest – March 8, 2013 - None**

ADJOURN TO CLOSED SESSION: 8:50 pm

(18) **CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION**

Government Code Section 54956.9

Initiation of litigation (one case)

Facts and Circumstances: Illegal removal of significant trees – 18 Redberry Ridge

REPORT OUT OF CLOSED SESSION – No Reportable Action

ADJOURNMENT: 9:42 pm

ASSISTANCE FOR PEOPLE WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Clerk at (650) 851-1700. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

AVAILABILITY OF INFORMATION

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley Library located adjacent to Town Hall. In accordance with SB343, Town Council agenda materials, released less than 72 hours prior to the meeting, are available to the public at Town Hall, 765 Portola Road, Portola Valley, CA 94028.

SUBMITTAL OF AGENDA ITEMS

The deadline for submittal of agenda items is 12:00 Noon WEDNESDAY of the week prior to the meeting. By law no action can be taken on matters not listed on the printed agenda unless the Town Council determines that emergency action is required. Non-emergency matters brought up by the public under Communications may be referred to the administrative staff for appropriate action.

PUBLIC HEARINGS

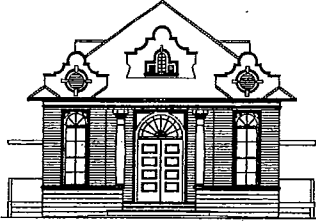
Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge any proposed action(s) in court, you may be limited to raising only issues you or someone else raised at the Public Hearing(s) described in this agenda, or in written correspondence delivered to the Town Council at, or prior to, the Public Hearing(s).



TOWN OF PORTOLA VALLEY
Sustainability Committee Meeting
Monday, March 18, 2013 3:30 PM
Town Hall, Conference Room
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call To Order
2. Oral Communications
3. Approval of Minutes from February 4, 2013
4. Update on Programs
 - a. Acterra High Energy Homes Program
 - b. Energy Upgrade Portola Valley
 - c. Tuesday Harvest Speaker Series
 - d. Climate Action Plan and Greenhouse Gas Emissions Inventory
 - e. Catalog Choice
 - f. Earth Day Events
 - g. Tip of the Month
5. Update on Projects/Outreach
 - a. Plan for 2013
 - b. New Homeowner Engagement Program
 - c. Light Bulb Testing Kit
 - d. Detective Kit
 - e. Did You Consider Flyers
 - f. Smart Strip Guide
 - g. Green Home Tour
6. Discuss Results of Sequoias Apartment Assessment
7. Next Steps, Next Meeting Date & Reminders
 - a. Next Meeting on Monday, April 15, 2013
8. Announcements
9. Adjournment by 5:00 p.m.



Town of Portola Valley
Parks & Recreation Committee Meeting
Monday, March 18, 2013 – 7:30 pm
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communications (*5 minutes*)
Persons wishing to address the Committee on any subject not on the agenda, may do so now. Please note however, the Committee is not able to undertake extended discussion or action tonight on items not on the agenda. *Two minutes per person.*
3. Approval of Minutes: January 14, 2013 (*5 minutes*)
4. Reports from Staff and Council (*5 minutes*)
5. Zots to Tots Planning (*15 minutes*)
6. Ford Field Renovation Update (*15 minutes*)
7. Discussion of possible Skateboard ramp plan (*15 minutes*)
8. Discussion of possible Dog Park locations (*15 minutes*)
9. 2013 Budget (*15 minutes*)
10. Adjournment

Next meeting: April 15, 2013



TOWN OF PORTOLA VALLEY
Affordable Housing Ad-Hoc Committee
Tuesday – March 19, 2013 at 7:00 p.m.
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call To Order
2. Oral Communications
3. **Approval of March 5, 2012 Meeting Minutes**
4. **Status of Questions/Concerns on Affordable Housing Submitted to Staff (the "Bin List")**
5. **Discussion of Mission Statement (7:10)**
6. **Report from the Neighborhood Outreach Subcommittee (7:30)**
7. **Overview and Discussion of Housing Element (8:00)**
 - a. State Mandates for Affordable Housing
 - b. Adopted Housing Element Programs
8. Discussion of Progress Report to Town Council on March 27th (8:40)
9. **Wrap up and discussion of April 16th meeting agenda (8:50)**
10. Adjournment (9:00)

The following documents may provide helpful baseline knowledge for the above agenda:

- a. State housing element law
- b. Town's Second Unit Manual
- c. "What Happens If a Jurisdiction Does Not Adopt a Housing Element or the Element Does Not Comply with State Law?" - 21 Elements memo



TOWN OF PORTOLA VALLEY
REGULAR PLANNING COMMISSION MEETING
765 Portola Road, Portola Valley, CA 94028
Wednesday, March 20, 2013 – 7:30 p.m.
Council Chambers (Historic Schoolhouse)

AGENDA

Call to Order, Roll Call

Commissioners McIntosh, McKitterick, Targ, Chairperson Von Feldt, and Vice-Chairperson Gilbert

Oral Communications

Persons wishing to address the Commission on any subject, not on the agenda, may do so now. Please note, however, the Commission is not able to undertake extended discussion or action tonight on items not on the agenda.

Regular Agenda

1. *Continued Public Hearing:* Application for amendment to Conditional Use Permit (CUP) X7D-30 for parcel merger and expansion of athletic fields with new track and artificial turf infill at 302 Portola Road, Woodside Priory School, Initial Study/Mitigated Negative Declaration

Commission, Staff, Committee Reports and Recommendations

Approval of Minutes: March 6, 2013

Adjournment:

ASSISTANCE FOR PERSONS WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Planning Technician at 650-851-1700 ext. 211. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

AVAILABILITY OF INFORMATION

Any writing or documents provided to a majority of the Town Council or Commissions regarding any item on this agenda will be made available for public inspection at Town Hall located 765 Portola Road, Portola Valley, CA during normal business hours.

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley branch of the San Mateo County Library located at Town Center.

PUBLIC HEARINGS

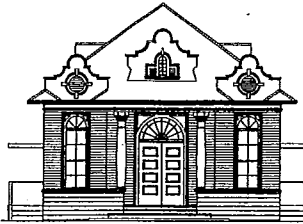
Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge a proposed action(s) in court, you may be limited to raising only those issues you or someone else raised at the Public

Hearing(s) described later in this agenda, or in written correspondence delivered to the Planning Commission at, or prior to, the Public Hearing(s).

This Notice is posted in compliance with the Government Code of the State of California.

Date: March 15, 2013

CheyAnne Brown
Planning Technician



**Town of Portola Valley
Open Space Acquisition Advisory Committee
Tuesday, March 19, 2013, 7:30 pm
Town Hall Conference Room
765 Portola Road, Portola Valley, CA 94028**

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of November 2012 minutes
4. Meet potential new Committee member Terry Lee
5. Discuss Blue Oaks land for open space consideration
6. Blues and BBQ
7. Property Updates
8. Approve Budget
9. Date for next meeting
10. Adjournment

Superior Court of California, County of San Mateo
Hall of Justice and Records
400 County Center
Redwood City, CA 94063-1655

JOHN C. FITTON
COURT EXECUTIVE OFFICER
CLERK & JURY COMMISSIONER

(650) 599-1210
FAX (650) 363-4698
www.sanmateocourt.org

March 6, 2013

Town Council
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028

Re: Grand Jury Report: "Water Recycling – An Important Component of Wise Water Management"

Dear Councilmembers:

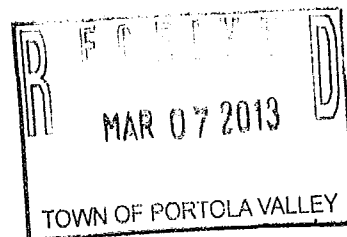
The 2012-2013 Grand Jury filed a report on March 6, 2013 which contains findings and recommendations pertaining to your agency. Your agency must submit comments, within 90 days, to the Hon. Richard C. Livermore. Your agency's response is due no later than June 4, 2013. **Please note that the response should indicate that it was approved by your governing body at a public meeting.**

For all findings, your responding agency shall indicate one of the following:

1. The respondent agrees with the finding.
2. The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefore.

Additionally, as to each Grand Jury recommendation, your responding agency shall report one of the following actions:

1. The recommendation has been implemented, with a summary regarding the implemented action.
2. The recommendation has not yet been implemented, but will be implemented in the future, with a time frame for implementation.
3. The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a time frame for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This time frame shall not exceed six months from the date of publication of the Grand Jury report.
4. The recommendation will not be implemented because it is not warranted or reasonable, with an explanation therefore.



Please submit your responses in all of the following ways:

1. Responses to be placed on file with the Clerk of the Court by the Court Executive Office.

- Prepare original on your agency's letterhead, indicate the date of the public meeting that your governing body approved the response address and mail to Judge Livermore.

Hon. Richard C. Livermore
Judge of the Superior Court
c/o Charlene Kreseovich
Hall of Justice
400 County Center; 2nd Floor
Redwood City, CA 94063-1655.

2. Responses to be placed at the Grand Jury website.

- Copy response and send by e-mail to: grandjury@sanmateocourt.org. (Insert agency name if it is not indicated at the top of your response.)

3. Responses to be placed with the clerk of your agency.

- File a copy of the response directly with the clerk of your agency. Do not send this copy to the Court.

For up to 45 days after the end of the term, the foreperson and the foreperson's designees are available to clarify the recommendations of the report. To reach the foreperson, please call the Grand Jury Clerk at (650) 599-1210.

If you have any questions regarding these procedures, please do not hesitate to contact Paul Okada, Chief Deputy County Counsel, at (650) 363-4761.

Very truly yours,



John C. Fitton
Court Executive Officer

JCF:ck
Enclosure

cc: Hon. Richard C. Livermore
Paul Okada

Information Copy: Town Manager



WATER RECYCLING – AN IMPORTANT COMPONENT OF WISE WATER MANAGEMENT

SUMMARY

San Mateo County's more than 720,000 residents are almost completely dependent on the Hetch Hetchy regional water system, a system vulnerable to drought and changing weather patterns. Facing an expanding population and a limited water supply, San Mateo County (County)¹ and its 20 cities and towns (Cities) must reduce their residents' dependence on imported water by diversifying their water supply sources. One way to diversify is through the increased use of recycled water.

Water recycling alone cannot completely mitigate the growing imbalance between water supply and demand, but used in conjunction with other water management options it can help the County and Cities maintain a safe and reliable water source.

Water recycling reduces regional dependence on imported water by providing a local, drought-resistant water source. It enhances water quality by reducing discharges to and diversions from ecologically sensitive water bodies. It is environmentally sustainable and has a smaller energy footprint than most other water supply sources.

The 2012-2013 San Mateo County Civil Grand Jury (Grand Jury) investigated recycled water use and found that only the cities of Daly City and Redwood City have implemented water recycling programs. The cities of Brisbane, Foster City, Pacifica, San Bruno, South San Francisco, and San Mateo have water recycling programs under consideration. The cities of Atherton, Belmont, Burlingame, Colma, Half Moon Bay, Hillsborough, Menlo Park, Millbrae, Portola Valley, San Carlos, and Woodside, plus the County, do not currently plan to develop water recycling programs. East Palo Alto did not respond to the Grand Jury's survey.

The Grand Jury recommends that Daly City and Redwood City study expansion of their programs into other non-potable uses of recycled water, as well as geographic expansion of their distribution system. The Grand Jury recommends the cities of Brisbane, Foster City, Pacifica, San Bruno, South San Francisco, and San Mateo finalize their feasibility studies and develop educational programs designed to highlight the need for recycled water, while addressing public health risk concerns. The Grand Jury recommends the remaining Cities and the County engage in active dialogue with water purveyors and wastewater treatment providers, as applicable, about the feasibility of developing programs for recycling water.

BACKGROUND

Population growth and climate change put at risk the reliability and sustainability of the water supply that many of us take for granted. Our region's imported water supplies, while still capable

¹ The term "County" in this report refers to the government of the County or the geographic area of the County, as appropriate to the context in which it is used.

of meeting demands during years of normal rainfall, are increasingly less reliable when rainfall is below normal. This problem will continue to worsen as more people and businesses move into the region thereby increasing the demand for water. The *San Francisco Bay Area Integrated Regional Water Management Plan*² highlights the growing imbalance between water supply and demand and provides a blueprint for improving the region's water supply reliability. The plan emphasizes a multi-faceted approach to addressing regional water problems and sets forth a core strategy of increasing the amount of water recycling in the region.

On February 3, 2009, the California State Water Resources Control Board (State Water Board) adopted a policy encouraging the use of recycled water. The State Water Board found that recycled water, when used in compliance with the policy, Title 22, Division 4, Chapter 3 of the California Code of Regulations (CCR), and all applicable state and federal water quality laws, is safe, and strongly supports its use.³

With regional and state support for recycled water, the Grand Jury sought to determine what efforts the County and Cities were undertaking to promote and develop programs for recycling water.

METHODOLOGY

The Grand Jury collected information about water recycling programs in the County via a survey sent to the County Public Works director and each of the Cities' managers. The Grand Jury conducted online research and interviewed representatives from Redwood City, the Bay Area Water Supply and Conservation Agency (BAWSCA), and the South Bayside System Authority. The Grand Jury also toured the South Bayside System Authority treatment facility, the Redwood City recycled water pump station, and a site in Redwood City using recycled water for irrigation.

DISCUSSION

The Need for Recycled Water

According to the City/County Association of Governments (CCAG) Energy Strategy 2012 document,⁴ the County and Cities' water supply systems may not be able to meet the challenges of population growth and climate change. The San Francisco Public Utilities Commission, operator of the Hetch Hetchy Aqueduct, estimates that the County and Cities will need an additional 5 million gallons of water per day by 2018 to meet projected demands. In order to meet this demand, the County and Cities will need to implement cost-effective and feasible water conservation and recycling programs.

² "San Francisco Bay Area Integrated Regional Water Management Plan," <http://bairwmp.org/plan/executive-summary> (Dec. 19, 2012).

³ California Recycled Water Policy, http://www.waterboards.ca.gov/water_issues/programs/water_recycling_policy/ (Dec. 19, 2012).

⁴ "San Mateo County Energy Strategy 2012," <http://www.ccag.ca.gov/pdf/USTF/reports/Draft%20County%20Energy%20Strategy.pdf> (Dec. 19, 2012).

The County and Cities must diversify their water supply sources and reduce their residents' dependence on water from the Hetch Hetchy regional water system. Recycled water is one of the keys to reducing potable water use. Recycled water can augment water supplies, reduce the impacts and costs of wastewater disposal, and restore and improve sensitive natural environments. Water recycling would help the County and Cities realize the water conservation goals established in the California "20x2020 Water Conservation Plan," that requires urban water suppliers to reduce potable water use 20% by the year 2020.⁵

What is Recycled Water?

Recycled water is wastewater (sewage) treated to remove solids and certain other impurities, such as metals and ammonia, so the water can be used in landscape irrigation and industrial processes, or to recharge groundwater aquifers. The term "recycled water" is synonymous with "reclaimed water" or "reused water."

The Recycling Process

Sanitary sewer systems in the County (Appendix A) deliver wastewater to treatment plants where it progresses through varying degrees of treatment. The end use will dictate whether the wastewater receives primary, secondary, or tertiary treatment and disinfection. (Appendix B)

A dual piping network that keeps recycled water pipes completely separate from drinking water pipes distributes the recycled water to various end users.⁶ Effective June 1, 1993, all pipes designed to carry recycled water must be purple, or wrapped in distinctive purple tape and labeled as recycled water.⁷

Historical Use of Recycled Water

Water recycling has been a part of California's water management plan for more than 100 years.

In the early 1900s, partially treated wastewater and groundwater transformed San Francisco's Golden Gate Park from an area of sand and waste to a garden spot. In the 1930s, construction began on the McQueen Treatment Plant in Golden Gate Park to provide secondary-treated recycled water for park irrigation. This practice continued until 1978 when the McQueen plant stopped operating because it did not meet the new state standards for irrigation use.⁸

⁵ California State Water Resources Control Board - 20x2020 Agency Team on Water Conservation, http://www.swrcb.ca.gov/water_issues/hot_topics/20x2020/index.shtml (Dec. 19, 2012).

⁶ Wikipedia - Reclaimed Water, http://en.wikipedia.org/wiki/Reclaimed_water (Dec. 19, 2012).

⁷ "California Health Laws Related to Recycled Water", <http://www.cdph.ca.gov/certlic/drinkingwater/Documents/Recharge/Purplebookupdate6-01.PDF> (Dec. 19, 2012).

⁸ San Francisco Water - Recycled Water, <http://www.sfwater.org/index.aspx?page=141> (Dec. 19, 2012).

In 1929, Los Angeles County began using recycled water for landscape irrigation in parks and golf courses.⁹

In 1967, the Irvine Ranch Water District (IRWD) began recycling water at its Michelson Water Reclamation Plant. In 1991, IRWD became the first in the nation to obtain health department permits for the interior use of recycled water for flushing toilets and other non-potable uses.¹⁰

Current Use of Recycled Water

Californians use recycled water for a variety of purposes including irrigation, toilet flushing, construction, water features, dust control, cooling and air conditioning, soil compaction, commercial laundry, car washing, fire sprinkler systems, and sewer and street cleaning. (Appendix C) ***Recycled water must not be used for drinking, bathing, or swimming pools!***

In addition to commercial customers, residential customers are increasingly using recycled water. In southern California, virtually all new residential development serviced by the IRWD are required to use recycled water for landscape irrigation. In northern California, Vintage Greens in Windsor is equipped with dual piping that enables homeowners to use recycled water outside and potable water indoors.¹¹

At sites using recycled water for irrigation, signs are displayed warning people not to drink from the irrigation system.



Some local governments, such as Los Angeles and Orange County, are using recycled water for indirect, potable groundwater supply augmentation. The recycled water is pumped into groundwater aquifers, is pumped out, treated again, and then finally used as drinking water. The term for this process is “groundwater recharging.”¹²

⁹ http://en.wikipedia.org/wiki/Reclaimed_water

¹⁰ Ibid.

¹¹ “Recycled Water: Safe, Successful Use in Hundreds of Cities in California and Throughout America,” A Summary Report prepared by the Redwood City Public Works Department, <http://www.datainstincts.com/images/pdf/cacities.pdf> (Dec. 19, 2012).

¹² http://en.wikipedia.org/wiki/Reclaimed_water

Benefits of Recycled Water

Water recycling reduces regional dependence on imported water by providing a local, drought-resistant water source. It enhances water quality by reducing discharges to and diversions from ecologically sensitive water bodies. It is environmentally sustainable and has a smaller energy footprint than most other water supply sources. Recycled water requires about one-eighth the energy required for seawater desalination, less than one-half the energy used by the San Francisco regional water system to bring water to the Bay Area, and one-half to three-quarters the energy required to pump groundwater.¹³

The Importance of Educating the Public about Recycled Water

The public is more likely to support the use of recycled water when it understands its role in water management objectives. Education must focus on the environmental and economic benefits of recycled water, while addressing public health risk concerns.

Redwood City has a comprehensive program for educating the public about recycled water. The City uses printed materials and engages in public outreach activities in order to increase the public's understanding and acceptance of recycled water. Redwood City also requires that all recycled water site supervisors attend a Site Supervisor Certification Workshop.

Safety Concerns about Recycled Water

When used properly and for its intended use, recycled water is safe. A 2005 study titled, "Irrigation of Parks, Playgrounds, and Schoolyards with Reclaimed Water," found that there had been no incidences of illness or disease from either microbial pathogens or chemicals, and the risks of using recycled water for irrigation were not measurably different from irrigation using potable water. Studies by the National Academies of Science and the Monterey Regional Water Pollution Control Agency, have found recycled water to be safe for agricultural use.¹⁴

State law regulates the production and use of recycled water. Title 22, Division 4, Chapter 3 of the CCR establishes water quality and public health requirements for recycled water. The California Department of Public Health is responsible for establishing these requirements and regional water quality control boards are responsible for their enforcement. In addition, Title 17, Division 1, Chapter 5 of the CCR establishes requirements to prevent cross connections between recycled water systems and drinking water systems. State and local health departments enforce these regulations.¹⁵

¹³ "Importance of Recycled Water to the San Francisco Bay Area" - Bay Area Recycled Water Coalition <http://www.barwc.org/files/LinkClick.pdf> (Dec. 19, 2012).

¹⁴ http://en.wikipedia.org/wiki/Reclaimed_water

¹⁵ California Department of Public Health Regulations Related to Recycled Water - January 2009, <http://www.cdph.ca.gov/certlic/drinkingwater/Documents/Lawbook/RWregulations-01-2009.pdf> (Dec. 19, 2012).

Cost Concerns about Recycled Water

Most recycled water projects are cost competitive with other water management options when the full range of benefits is considered. For example, the State Recycled Water Task Force, which convened in 2001, estimated that the cost of a recycled water program averaged about \$1,025 per acre-foot (325,853 gallons). The Task Force noted this cost was comparable to costs of other water supply options, including new dams, reservoirs, and desalination. The Task Force's average unit cost estimate is very close to the average unit cost of 26 Bay Area recycled water projects evaluated in 2005. Collectively, the Bay Area projects had an average unit cost between \$1,000 and \$1,200 per acre-foot.¹⁶

People often use unequal comparisons when evaluating the relative cost of recycled water. For example, the cost of recycled water at the customer's *location* gets compared to the cost of other water supplies at their *source*, without taking into account the transmission, treatment, and distribution costs associated with moving water from its source to the customer's location. Cost comparisons with other supply options commonly ignore differences in delivery reliability and do not account for the cost of wastewater disposal and environmental impact.¹⁷

Federal, state, and local funding is available to help offset the cost of designing, constructing, and operating water recycling systems. Federal funding is available through the U.S. Bureau of Reclamation under Title XVI of the 1992 Reclamation Wastewater and Groundwater Study & Facilities Act (PL 102-575).¹⁸ State grants are available from a variety of sources including the State Water Board and the California Department of Water Resources.¹⁹ Local funding can include municipal debt repaid through utility rate increases, impact fees, or special assessments.

Cost of Recycled Water to the End User

To encourage the use of recycled water, end users often receive a discount on their water utility bills.²⁰ Redwood City, for example, uses the following recycled water pricing policy:

- **For existing irrigation meters/accounts that connect to recycled water:** Twenty five percent discount on monthly water utility bills beginning with the first billing period following connection to the Recycled Water Project. Discount shall apply to prevailing drinking water rates and charges in effect at the time of physical connection. The City will perform and pay for customer site retrofits related to landscape irrigation.
- **For existing industrial meters/accounts that connect to recycled water:** Forty percent discount on monthly water utility bills beginning with the first billing period following

¹⁶ <http://www.barwc.org/files/LinkClick.pdf>

¹⁷ Ibid.

¹⁸ US Department of the Interior/Bureau of Reclamation – Title XVI (Water Reclamation and Reuse) Program, <http://www.usbr.gov/lc/socal/titlhexvi.html> (Dec. 19, 2012).

¹⁹ California State Water Resources Control Board – Water Recycling Funding Program, http://www.waterboards.ca.gov/water_issues/programs/grants_loans/water_recycling/ (Dec. 19, 2012).

²⁰ http://en.wikipedia.org/wiki/Reclaimed_water

connection to the Recycled Water Project. Discount shall apply to prevailing drinking water rates and charges in effect at the time of physical connection. Customers will pay for and perform all facilities retrofits for industrial uses.

The North San Mateo County Sanitation District, a subsidiary district of the City of Daly City, also charges its customers using recycled water less than it charges customers using potable water.

The Need for Regional Collaboration

The growing imbalance between water supply and demand is a statewide problem, not just a problem in the County. Nevertheless, local water recycling projects are necessary to develop the infrastructure and public acceptance for a regional program.

While there is tremendous opportunity for recycled water in the County, there are numerous regional challenges that need to be addressed in order for local governments to realize the potential benefits of recycled water. These challenges include securing federal and state participation in regional projects, coordinating local water plans and projects for regional benefits, resolving jurisdictional constraints, improving public understanding of recycled water, and addressing health risk misconceptions.²¹

BAWSCA is one agency that helps to coordinate local water plans and projects. BAWSCA represents the interests of 24 cities and water districts and 2 private utilities in Alameda, Santa Clara, and San Mateo counties that purchase water wholesale from the San Francisco regional water system.²² BAWSCA has initiated work on a long-term reliable water supply plan. This plan will quantify the projected water supply needs of its member agencies through year 2035 and identify water supply management projects that meet those needs. BAWSCA has also been helpful in coordinating the inclusion of local water recycling projects in regional packages submitted for state grant funding.

²¹ <http://www.barwc.org/files/LinkClick.pdf>

²² Bay Area Water Supply and Conservation Agency, <http://bawasca.org/about/> (Dec. 19, 2012).

Summary of Recycled Water Survey Responses

Existing Recycled Water Programs	
Daly City/ North San Mateo County Sanitation District	<p>The North San Mateo County Sanitation District, a subsidiary district of Daly City, began delivering recycled water to commercial customers in August 2004. The distribution system consists of 4.85 miles of distribution pipeline, 2 pump stations, and 1.4 million gallons of storage. The geographic area served is Northern San Mateo County and the Southwest portion of the City/County of San Francisco through contractual agreements with its golf clubs. This represents 4.2% of the Sanitation District's geographic area. At maximum production, 41% of the Sanitation District's sewage effluent becomes recycled water. Median landscape and playing field irrigation, sewer main flushing, and turf irrigation at the Olympic, San Francisco, Lake Merced, and Harding Park Golf Clubs are the primary uses for the recycled water. Actual usage billed in hundred cubic feet units (748 gallons) determines the charges for recycled water. There are plans to conduct supplementary tests in the winter/spring 2012-2013 to determine if Colma cemeteries, Park Merced, and San Francisco State University can receive recycled water.</p>
Redwood City	<p>In 2002, Redwood City began planning for the development of a citywide recycled water system to address the very real possibility of severe water shortages in the coming years. The city had been exceeding its Hetch Hetchy water allotment and was searching for a way to use less water. In 2003, the City formed a Community Task Force on Recycled Water to build community support for the project. Initial opposition to the project centered on the safety of children at playgrounds and parks. Physical construction of the recycled water project began in 2005. Phase I of the project became operational in 2010. The distribution system consists of 15+ miles of distribution pipeline, 1 pump station, and 4.36 million gallons of storage. The geographic area served includes Redwood Shores and Seaport. This represents 50% of the geographic area of Redwood City. Currently, Redwood City uses 6% of its sewage effluent as</p>

	<p>recycled water. In 2011, the city saved 169 million gallons of potable water. Redwood City uses recycled water for commercial and residential irrigation, dust control, water features, car washing, and sewer lift station cleaning. Actual usage by metering determines the charges for recycled water. Phase II of the Recycled Water Project calls for expansion into the area west of US 101. In the future, Redwood City can deliver recycled water to adjacent cities.</p>
Recycled Water Projects under Consideration	
Brisbane	<p>Brisbane has a proposed recycled water project under environmental review. The project known as “Brisbane Baylands” is approximately one square mile of underdeveloped brownfield southwest of Candlestick Park on the west side of US 101. Irrigation and toilet flushing within commercial buildings will be the primary uses of the recycled water.</p>
Foster City	<p>Foster City, the Estero Municipal Improvement District, and the City of San Mateo are preparing a Wastewater Treatment Plant Master Plan that will explore the feasibility of producing recycled water. The expected completion date is May 2013.</p>
Pacifica	<p>Pacifica, through a contract with the North Coast County Water District, plans to deliver recycled water for irrigation to Sharp Park Golf Course, Fairway Ballpark, Oceana High School and Ingrid B. Lacy Middle School fields, and the Beach Boulevard Promenade in the Spring of 2013. This represents 10% of its geographic jurisdiction. The recycled water system includes one pump station, three miles of distribution pipeline, and a 400,000-gallon tank. Pacifica anticipates potable water savings of 50 million gallons each year. Recycled water rates will be less than potable water rates.</p>
San Bruno and South San Francisco	<p>San Bruno owns and operates a Water Quality Control plant jointly with South San Francisco. In 2009, a Recycled Water Feasibility Study was completed. A program for recycling water could be operational in the year 2020. The proposed facilities would include approximately four miles of distribution pipe, a 1.4 million gallon per day tertiary treatment system, and two storage tanks. Landscape irrigation at parks and schools in the service area, including the Golden Gate</p>

	National Cemetery and Commodore Park in San Bruno, will be the primary uses for the recycled water.
City of San Mateo	The City of San Mateo is performing a market analysis to identify demand for recycled water. The city plans to serve low-lying areas, encompassing 30-50% of the city's geographic area. Irrigation would be the main use of recycled water.
Cities/Towns Not Planning on Developing Recycled Water Programs	
Atherton	Atherton stated that CalWater handles its water issues. ²³ The West Bay Sanitary District collects Atherton's sewage and the South Bayside System Authority treats it.
Belmont	Belmont is not involved in water distribution or wastewater treatment and does not have the infrastructure to undertake such function. The South Bayside System Authority treats its wastewater.
Burlingame	Burlingame uses a small amount of recycled water at the wastewater treatment plant for washing down equipment, but has no plans to develop a program for distributing recycled water.
Colma	Colma does not have a sewer treatment plant, nor is it a water purveyor. Therefore, the revenue source to fund a capital improvement, such as the infrastructure for a recycled water system, becomes very unlikely. Colma would be interested in recycled water for irrigation purposes. The North San Mateo County Sanitation District, a subsidiary district of Daly City, plans to conduct supplementary tests in the winter/spring 2012-2013 to determine if Colma cemeteries can receive recycled water.
Half Moon Bay	The Sewer-Authority Mid-Coastside or the Coastside County Water District is the agency that would implement a program for recycling water. These agencies are responsible for wastewater treatment and water distribution respectively within the city limits of Half Moon Bay.
Hillsborough	Hillsborough does not plan to recycle water. The adjacent cities of Burlingame and San Mateo treat Hillsborough's sewage.

²³ The Grand Jury has limited legal authority to investigate private utility companies such as CalWater.

Menlo Park	Menlo Park did not cite a reason for not developing a program.
Millbrae	Millbrae, from 1988 to 2009, used recycled water for landscaping at the US 101/Millbrae Avenue interchange. The practice stopped in 2009 due to renovations at the city's wastewater treatment plant. The city has one pump station and less than one mile of distribution pipe. The city currently has no plans to expand the distribution system stating that it would be cost prohibitive to do so.
Portola Valley	CalWater provides Portola Valley's water service and the West Bay Sanitary District provides its wastewater service. Neither of these utilities have plans to construct a recycled water system to serve Portola Valley.
San Carlos	San Carlos cited the distance to the treatment facility and overall cost as reasons for not pursuing a recycled water program.
Woodside	Woodside did not cite a reason for not developing a program.
County of San Mateo	Recycled water programs usually exist at large-scale wastewater treatment facilities. The County does not operate any large-scale wastewater treatment facilities.

Survey Non-Responders

East Palo Alto did not respond to the Grand Jury's survey on Recycled Water.

FINDINGS

- F1. There is a growing imbalance in the County and the region between water supply and demand.
- F2. The County and Cities must reduce their residents' dependence on imported water by diversifying their water supply sources.
- F3. Water recycling alone cannot completely mitigate the growing imbalance between water supply and demand, but used in conjunction with other water management options it can help the County and Cities maintain a safe and reliable water source.
- F4. Properly produced and used, recycled water poses little or no public health risk.
- F5. Educational programs are necessary to highlight the growing importance of recycled water in the County and the region.
- F6. The County and Cities would benefit from collaborative arrangements to jointly produce and distribute recycled water where appropriate.

RECOMMENDATIONS

The 2012-2013 San Mateo County Civil Grand Jury recommends that, the *City Councils of Daly City and Redwood City* do the following, on or before June 30, 2014:

- R1. Study expansion of their programs into other non-potable uses of recycled water.
- R2. Study geographic expansion of their recycled water distribution systems.

The Grand Jury recommends that the *City Councils of Brisbane, Foster City, Pacifica, San Bruno, South San Francisco, and San Mateo* do the following, on or before June 30, 2014:

- R3. Finalize current feasibility studies.
- R4. Actively pursue partnerships for producing and distributing recycled water.
- R5. Develop educational programs designed to highlight the need for recycled water, while addressing public health risk concerns.

The Grand Jury recommends that the *County Board of Supervisors and the City/Town Councils of Atherton, Belmont, Burlingame, Colma, East Palo Alto, Half Moon Bay, Hillsborough, Menlo Park, Millbrae, Portola Valley, San Carlos, and Woodside* do the following, on or before June 30, 2015:

- R6. Engage in active dialogue with water purveyors and wastewater treatment providers, as applicable, about the feasibility of developing a program for producing and distributing recycled water.
- R7. Conduct any studies that may be required to develop a program for recycling water.

REQUEST FOR RESPONSES

Pursuant to Penal code section 933.05, the Grand Jury requests the following to respond to the foregoing Findings and Recommendations referring in each instance to the number thereof:

- County Board of Supervisors
- Each City/Town Council in the County

The governing bodies indicated above should be aware that the comment or response of the governing body must be conducted subject to the notice, agenda, and open meeting requirements of the Brown Act.

Reports issued by the Civil Grand Jury do not identify individuals interviewed. Penal Code Section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Civil Grand Jury.

APPENDIX A

Sewage Collection Systems within Each Treatment Plant Service Area in the County

Treatment Plant Operator	Collection System Operator **	Serves Unincorporated Area	County District *
North San Mateo County Sanitation District	City of Daly City Town of Colma Westborough County Water District	X	
City of Pacifica	City of Pacifica		
Sewer Authority Mid-Coast	City of Half Moon Bay Montara Sanitary District Granada Sanitary District	X X	
City of San Francisco-Southeast Treatment Plant	City of Brisbane Bayshore Sanitary District Guadalupe Valley Municipal Improvement District	X	
South San Francisco-San Bruno	City of South San Francisco City of San Bruno	X	
Airports Commission, City and County of San Francisco	San Francisco International Airport	X	
City of Millbrae	City of Millbrae		
City of Burlingame	City of Burlingame Burlingame Hills Sewer Maintenance District Town of Hillsborough (part)	X	X
City of San Mateo-Estero Municipal Improvement District	Town of Hillsborough (part) City of San Mateo Crystal Springs County Sanitation District Estero Municipal Improvement District	X	X

Treatment Plant Operator	Collection System Operator **	Serves Unincorporated Area	County District *
South Bayside System Authority	City of Belmont		
	City of San Carlos		
	Harbor Industrial Sewer Maintenance District	X	X
	Scenic Heights County Sanitation District	X	X
	Devonshire County Sanitation District	X	X
	City of Redwood City		
	Edgewood Sewer Maintenance District	X	X
	Emerald Lake Heights Sewer Maintenance District	X	X
	Fair Oaks Sewer Maintenance District	X	X
	Kensington Square Sewer Maintenance District	X	X
	Oak Knoll Sewer Maintenance District	X	X
	West Bay Sanitary District	X	
City of Palo Alto	East Palo Alto Sanitary District		

Source: San Mateo County Planning Division

* The County Public Works Department provides sewer collection services for residents and businesses in the ten sewer maintenance and sanitation districts within the County.

The County does not operate sewage treatment facilities.

** Sewage from all districts flows through the downstream agency's pipes to the wastewater treatment plant. All districts have agreements with the downstream agencies to pay for the use of their pipes and treatment.

APPENDIX B

RECYCLED WATER USES* ALLOWED IN CALIFORNIA

The summary is prepared by WaterReuse Association of California from the December 2, 2000 1999 State of adopted Water Recycling Criteria. See Appendixes A-C for details.

Recycled Water Use	Treatment Level			
	Disinfected Tertiary Recycled Water	Disinfected Secondary 2.2 Recycled Water	Disinfected Secondary 2.3 Recycled Water	Undisinfected Secondary Recycled Water
Other Uses:				
Groundwater Recharge	ALLOWED under special case-by-case permits by RWQCB ⁴			
Flushing toilets and urinals	ALLOWED	NOT ALLOWED	NOT ALLOWED	NOT ALLOWED
Priming drain traps	ALLOWED	NOT ALLOWED	NOT ALLOWED	NOT ALLOWED
Industrial process water that may contact workers	ALLOWED	NOT ALLOWED	NOT ALLOWED	NOT ALLOWED
Structural fire fighting	ALLOWED	NOT ALLOWED	NOT ALLOWED	NOT ALLOWED
Decorative fountains	ALLOWED	NOT ALLOWED	NOT ALLOWED	NOT ALLOWED
Commercial laundries	ALLOWED	NOT ALLOWED	NOT ALLOWED	NOT ALLOWED
Consolidation of backfill material around potable water pipelines	ALLOWED	NOT ALLOWED	NOT ALLOWED	NOT ALLOWED
Artificial snow making for commercial outdoor use	ALLOWED	NOT ALLOWED	NOT ALLOWED	NOT ALLOWED
Commercial car washes, not heating the water, excluding the general public from the washing process	ALLOWED	NOT ALLOWED	NOT ALLOWED	NOT ALLOWED
Industrial process water that will not come into contact with workers	ALLOWED	ALLOWED	ALLOWED	NOT ALLOWED
Industrial boiler feed	ALLOWED	ALLOWED	ALLOWED	NOT ALLOWED
Nonstructural fire fighting	ALLOWED	ALLOWED	ALLOWED	NOT ALLOWED
Backfill consolidation around nonpotable piping	ALLOWED	ALLOWED	ALLOWED	NOT ALLOWED
Soil compaction	ALLOWED	ALLOWED	ALLOWED	NOT ALLOWED
Mixing concrete	ALLOWED	ALLOWED	ALLOWED	NOT ALLOWED
Dust control on roads and streets	ALLOWED	ALLOWED	ALLOWED	NOT ALLOWED
Cleaning roads, sidewalks and outdoor work areas	ALLOWED	ALLOWED	ALLOWED	NOT ALLOWED
Flushing sanitary sewers	ALLOWED	ALLOWED	ALLOWED	ALLOWED

* Refer to the full text of the December 2, 2000 version Title 22, California Water Recycling Criteria. This chart is only an internal summary of the uses allowed in this version. Adopted for use in State Supervisor Training Workshops by South Bay Water Recycling, San Jose, California, October 29, 2002. Jerry Brown, Workshop Coordinator. The complete and final 12/02/2000 version of the adopted criteria can be downloaded from:

http://dhs.ca.gov/ps/ocw/urwz/publications/regulations/recyclecrtg_index.htm

² With "Conventional tertiary treatment". Additional monitoring for two years or more is necessary with direct infiltration.

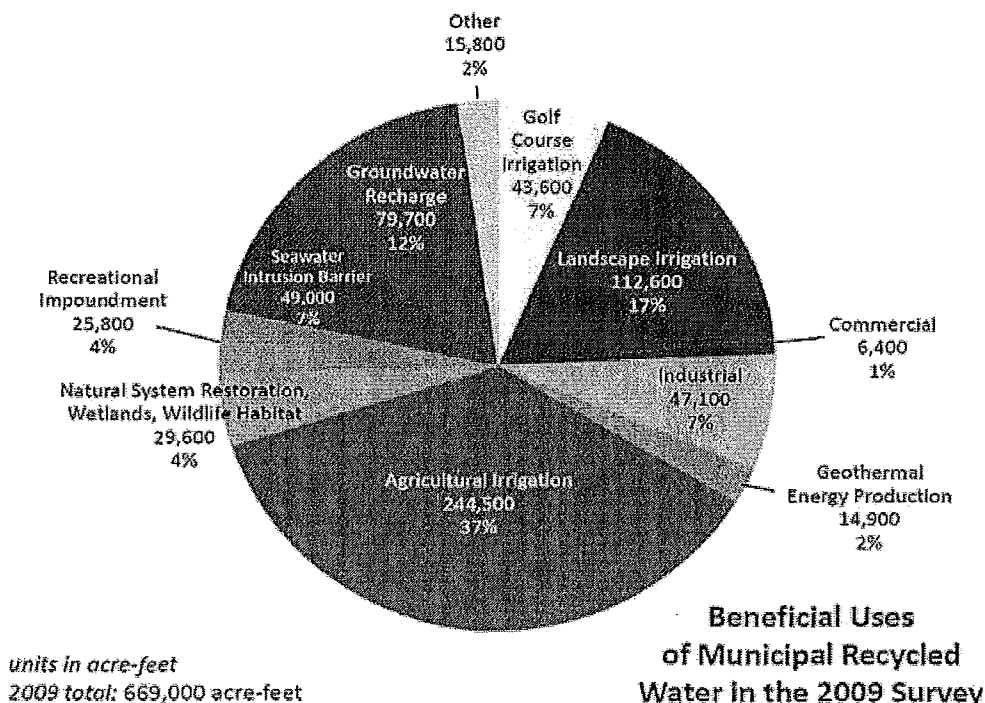
³ Both herbicides and/or pesticides are required if public or employees can be exposed to mist.

⁴ Refer to Groundwater Recharge Guidelines, available from the California Department of Health Services.

APPENDIX C

2009 Municipal Wastewater Survey Results

(Conducted by the State Water Resources Control Board and the Department of Water Resources)



An acre-foot is the amount of water needed to cover one acre to a depth of one foot. It is equivalent to 325,853 gallons

Golf Course Irrigation = Public and private courses

Landscape Irrigation = Non-golf course related landscape irrigation, including buildings, highways, schools, and parks

Commercial = Business use, such as laundries and office buildings

Industrial = Manufacturing facilities, cooling towers

Geothermal Energy Production = Augmentation of geothermal fields

Agricultural Irrigation = Pasture or crop irrigation

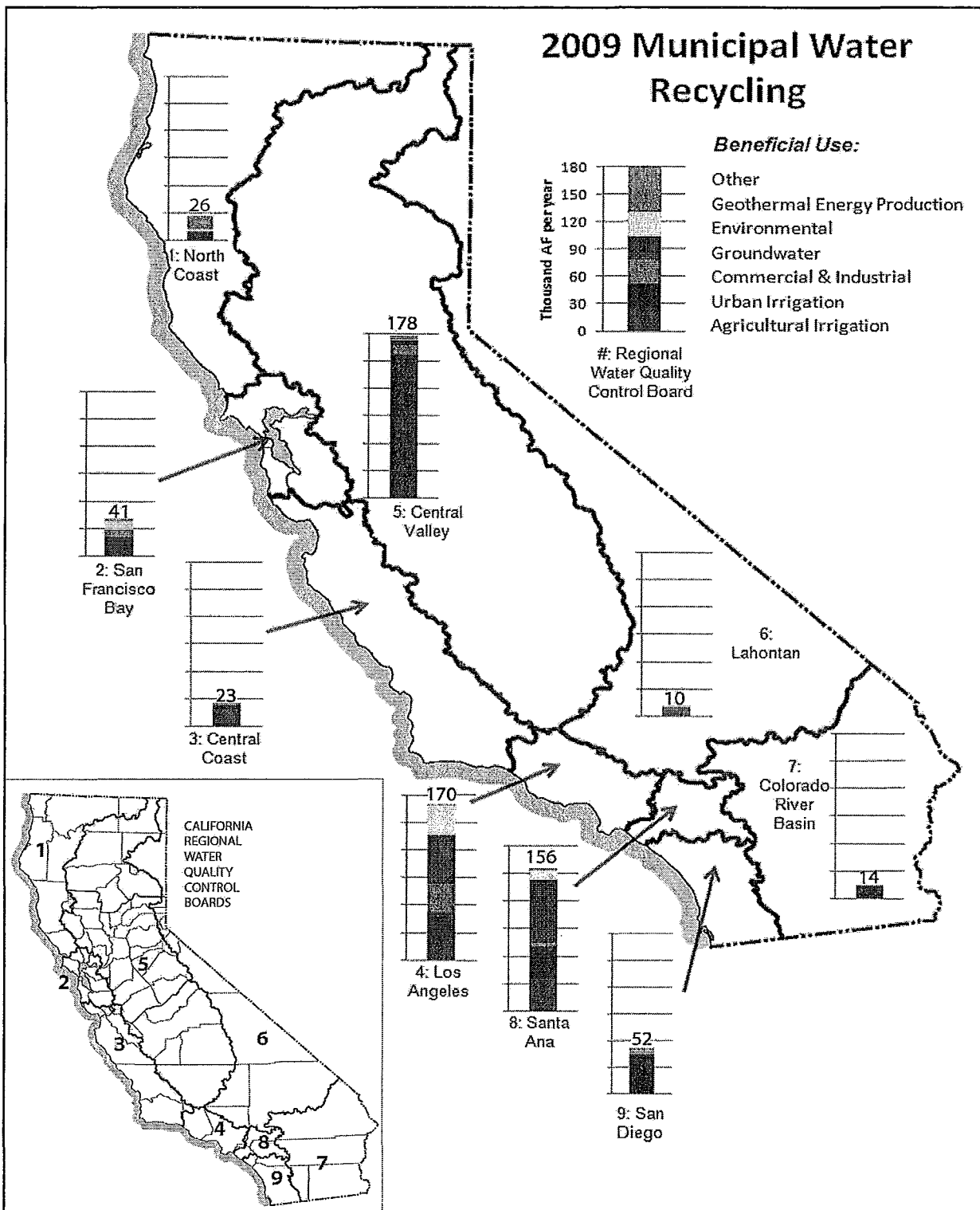
Natural System Restoration, Wetlands, Wildlife Habitat = Addition to wetlands

Recreational Impoundment = Addition to recreational lakes

Seawater Intrusion Barrier = Groundwater injection to prevent or reduce seawater intrusion

Groundwater Recharge = Recharge basins to augment depleted groundwater aquifers

Other = Construction Use, dust control, or unknown



Issued: March 6, 2013



EQUESTRIAN TRAIL RIDERS' ACTION COMMITTEE
600 LAKEMEAD WAY, EMERALD HILLS, CA 94062

Town of Portola Valley
765 Portola Rd
Portola Valley, CA 94028

Dear Judith Hasko, Nick Pegueros and Howard Young,

ETRAC represents 13 local equestrian organizations who often ride on Portola Valley's as well as Woodside's town trails. We cherish these trails and appreciate the beauty and serenity that they provide. However a great concern is the safe passage as we ride these trails. To experience a fall is not only a medical fear for ourselves but also for our horses. Many of the area's horses that use your trails support many community services. Not only in the form of good will, but also as medical therapy for injured veterans as well as local citizens, for the search and rescue of missing children, aged adults and community members with emotional disabilities, as mounted patrols for such events as Mavericks and Dream Machines and as honor guards for the funeral services of important government officials. These horses are also of high economic value when you look at the great skills some of them possess in the various equestrian disciplines such as dressage, 3 day eventing, jumping, reining, vaulting, carting etc.; so their medical welfare is of great concern to their riders.

As a veterinarian, trail riding is a great way to harness the emotional stability of these highly trained animals. So even though the above mentioned equestrian disciplines are often confined to arenas, trail riding is highly regarded as additional training aid to better develop the horse's mental soundness.

There was a Portola Valley accident recently where a rider went down and the horse was badly injured. Happily, the driveways have now been scored. Currently the Town of Woodside has recognized that promptly fixing any slippery driveway/trail crossing is to their advantage given the alternative. Not risking litigation is worth the financial outlay of performing the services and performing it promptly. We hope the Portola Valley Trails Committee can re-assess how to more effectively deal with this on-going problem.

Respectfully yours,

Dr. Faye Brophy DVM
Chair ETRAC.

A COALITION OF EQUESTRIAN ORGANIZATIONS :
COAST SIDE HORSE COUNCIL -DISABLED EQUESTRIANS- JBH CAMP AD HOC COMMITTEE - LOS ALTOS HOUND -LOS
ALTOS HILLS HORSEMENS ASSOCIATION- LOS VIAJEROS
RIDING CLUB - MOUNTED PATROL OF SAN MATEO COUNTY - PORTOLA VALLEY TRAILS ASSOCIATION
SAN FRANCISCO HORSEMEN'S ASSOCIATION - SAN MATEO COUNTY HORSEMEN'S ASSOCIATION
THE SHACK RIDERS - WOODSIDE TRAILS CLUB- WHOA!!



COUNTY OF SAN MATEO

Office of the Sheriff

Homeland Security Division and
Office of Emergency Services

GREG MUNKS
SHERIFF

CARLOS G. BOLANOS
UNDERSHERIFF

TRISHA L. SANCHEZ
ASSISTANT SHERIFF

400 COUNTY CENTER REDWOOD CITY CALIFORNIA 94063-1662 TELEPHONE (650) 363-4790 www.smcsheriff.com

Emergency Managers,

OES will be setting up the Portable EOC for practice on March 20 at Coyote Point. If you have not seen the portable EOC or our new Mobile Command Vehicle this is your opportunity to see them. These assets are available to your jurisdiction during an emergency.

The schedule for the day is on March 20 is:

0800-1100 Portable EOC Setup (volunteers are welcome to help)

1100-1400 Portable EOC viewing for visitors

1400-1700 disassemble portable EOC (again, volunteers are welcome to help)

I am the Planning Lead for this exercise and can answer any questions you have about the exercise.

Important dates to remember:

- March 20 Portable EOC set-up practice at Coyote Point Park. (Viewing from 11 a.m. to 2 p.m.)
- May 15 Exercise Golden Guardian 2013, May 15, 2013, 8 a.m. to 12 p.m.

Thank you,

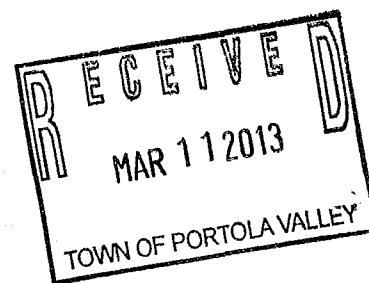
Stephen Mahaley
OES District Coordinator
650-363-4955
smahaley@smcgov.org

New Mobile Command Vehicle



California State Senate

ALEX PADILLA
SENATOR, 20TH DISTRICT



March 1, 2013

Dear Colleague:

I am writing to request your support for Senate Bill 135, legislation I have authored to create a statewide earthquake early warning system in California.

Most Californians have experienced firsthand the effects of an earthquake. We remember the Loma Prieta, Northridge, Whittier Narrows, and Sylmar quakes. And, we all know that another major earthquake in California is not a matter of if, but when.

The stakes got higher when in January, the California Institute of Technology and the Japan Agency for Marine-Earth Science and Technology published a study which concluded for the first time that a statewide earthquake involving both the Los Angeles and San Francisco metropolitan areas may be possible.

While we cannot prevent an earthquake, we should do more to prepare ourselves. Earthquake early warning systems are in place, or in the works, in a number of earthquake prone nations including Japan, Taiwan, Mexico, Turkey, Italy, China and Romania. They not only save lives, they help mitigate damage.

Here in California, the California Institute of Technology, U.C. Berkeley, U.S. Geological Survey, California Geological Survey and others operate a demonstration earthquake early warning system called the California Integrated Seismic Network. SB 135 would build upon that progress and calls for a fully developed statewide system that would detect seismic activity, determine the progression and alert people in advance of an approaching earthquake to save lives and mitigate damage. It would provide Californians critical seconds and up to 60 seconds to assist loved ones, pull to the side of the road or exit a building. It would allow time to safely stop trains, power down critical infrastructure, and turn off industrial machines. Such a system would not only alert the public via television, radio and smartphones, it would speed the response of police and fire personnel by quickly identifying areas hardest hit by the quake.

Attached, please find a sample resolution in support of SB 135, a copy of the bill, and a fact sheet with more information. I look forward to working with you so that an earthquake early warning system becomes a reality in our state sooner, rather than later.

If I can be of any assistance, please contact me or my staff at (916) 651-4020.

Sincerely,

A handwritten signature in black ink that reads "Alex Padilla".

Senator Alex Padilla



RESOLUTION

WHEREAS, according to the United States Geological Survey, California is one of the most seismically active states, second only to Alaska; and

WHEREAS, California has experienced dozens of disastrous earthquakes that have caused fatalities, serious injuries, and significant economic loss; and

WHEREAS, ninety percent of the world's earthquakes and over eighty percent of the world's largest earthquakes occur along the Circum-Pacific Belt, also known as the Pacific Ring of Fire. The Pacific Ring of Fire includes the very active San Andreas Fault Zone in California; and

WHEREAS, the Uniform California Earthquake Rupture Forecast (UCERF) released in 2008 predicted a 99.7 percent likelihood of a magnitude 6.7 or larger earthquake in California in the next 30 years; and

WHEREAS, a 2013 study published by the Caltech and the Japan Agency for Marine-Earth Science and Technology discovered that a statewide California earthquake involving both the Los Angeles and San Francisco metropolitan areas may be possible; and

WHEREAS, Japan, Taiwan, Mexico, Turkey, Romania, Italy, and China either have or are working on earthquake early warning systems that are capable of saving lives and helping to mitigate loss; and

WHEREAS, California Emergency Management Agency, Caltech, California Geological Survey, University of California at Berkeley, United States Geological Survey, and others have been conducting earthquake early warning research and development in California and together they operate the California Integrated Seismic Network, which has a demonstration earthquake early warning capability; and

WHEREAS, by building upon the California Integrated Seismic Network and processing data from an array of sensors throughout the state, a fully developed earthquake early warning system would effectively detect the strength and progression of earthquakes and alert the public within seconds, up to 60 seconds, before potentially damaging ground shaking is felt; and

WHEREAS, the City/County of _____ must do all it can to better prepare for future earthquakes and that an earthquake early warning system should disseminate earthquake information in support of public safety, emergency response, and loss mitigation;

NOW, THEREFORE, BE IT RESOLVED, with the concurrence of the Mayor, that by the adoption of this Resolution, the _____ hereby SUPPORTS Senate Bill 1525 (Padilla) that would create an earthquake early warning system in California.

PRESENTED BY _____

SECONDED BY _____

Senator Alex Padilla

Fact Sheet

SB 135 – PADILLA

Earthquake Early Warning System

Summary

SB 135 would require the development of a comprehensive statewide earthquake early warning system in California.

Background

Ninety percent of the world's earthquakes and over eighty percent of the world's largest earthquakes occur along the Circum-Pacific Belt, also known as the Pacific Ring of Fire. The Pacific Ring of Fire includes the very active San Andreas fault zone here in California. The San Andreas is the "master" fault of an intricate fault network that cuts through rocks of the California coastal region. The entire San Andreas fault system is more than 800 miles long and extends to depths of at least 10 miles within the Earth.

Predictions from the Uniform California Earthquake Rupture Forecast released in 2008 states there is a 99.7% likelihood of a magnitude 6.7 earthquake and a 94% chance of a 7.0 magnitude earthquake in California within the next 30 years. In other words, a major earthquake in California is not a matter of *if*, but *when*.

In January, 2013, the California Institute of Technology and the Japan Agency for Marine-Earth Science and Technology published a study concluding for the first time that a *statewide* California earthquake involving both the

Los Angeles and San Francisco metropolitan areas may be possible.

While earthquakes cannot be predicted or prevented, using advanced science and technology we can detect seismic activity to provide an advanced warning, save lives and help mitigate damage.

The objective of earthquake early warning is to rapidly detect the initiation of an earthquake, estimate the level of ground shaking to be expected, and issue a warning before significant ground shaking begins. This can be done by detecting the first energy to radiate from an earthquake, the P-wave energy, which rarely causes damage. Using P-wave information, we can first estimate the location and the magnitude of the earthquake. We then use this to estimate the anticipated ground shaking across the region to be affected. The method can provide warning before the S-wave, which brings the strong shaking that usually causes most of the damage, arrives.

California currently has the California Integrated Seismic Network (CISN), which is a demonstration earthquake early warning system. A fully developed system would process data from an array of sensors throughout the state. The system would effectively detect the strength and the progression of earthquakes, alert the public within seconds and provide up to 60 seconds advanced warning before potentially damaging ground shaking is felt.

Early warning systems are in place, or in the works, in a number of earthquake prone nations including Japan, Taiwan, Mexico, Turkey, Italy, China and Romania. Their success has been demonstrated in recent earthquakes.

Japan's earthquake early warning system provided the public with critical advanced warning of the 9.0 magnitude earthquake in March 2011. Earthquake warnings were automatically broadcast on television and radio, and 52 million people received the warning on their smartphones. Millions more downloaded the early warning app after the quake to receive warnings in advance of large aftershocks.

The warnings allowed people to take cover, assist loved ones, pull to the side of the road or exit a building. The system brought bullet trains to a stop, and triggered the automatic shutdown of operations at critical companies. A professor at the University of Sendai received a text message of the warning and was able to warn his students to duck for cover before the shaking began and the light fixtures fell from the ceiling.

Earthquake early warning systems not only alert the public, they also speed the response of police, fire and other safety personnel by quickly identifying areas hardest hit by the quake.

Existing Law

Current California law is silent on the development of an earthquake early warning system.

This Bill

This bill would designate The Office of Emergency Services, in collaboration with the California Institute of Technology (Caltech), the California Geological Survey, the University of California Berkeley, the United States Geological Survey, and others, to develop a comprehensive statewide earthquake early warning system in California.

SENATE BILL

No. 135

Introduced by Senator Padilla

January 28, 2013

An act to add Section 8587.8 to the Government Code, relating to earthquake safety.

LEGISLATIVE COUNSEL'S DIGEST

SB 135, as introduced, Padilla. Earthquake early warning system.

There is in state government, pursuant to the Governor's Reorganization Plan No. 2, operative July 1, 2013, the Office of Emergency Services. Existing law requires the office to develop and distribute an educational pamphlet for use by kindergarten, any of grades 1 to 12, inclusive, and community college personnel to identify and mitigate the risks posed by nonstructural earthquake hazards.

This bill would require the office, in collaboration with various entities, including the United States Geological Survey, to develop a comprehensive statewide earthquake early warning system in California.

Vote: majority. Appropriation: no. Fiscal committee: yes. State-mandated local program: no.

The people of the State of California do enact as follows:

- 1 SECTION 1. The Legislature finds and declares the following:
- 2 (a) According to the United States Geological Survey, California
- 3 is one of the most seismically active states, second only to Alaska.
- 4 (b) California has experienced dozens of disastrous earthquakes,
- 5 which have caused loss of life, injury, and economic loss. Some
- 6 of the most significant earthquakes in California's history include:

- 1 (1) The 1906 San Francisco earthquake, which, at a magnitude
2 of 7.8, resulted in an estimated 3,000 deaths and over \$500 million
3 in property losses.
- 4 (2) The 1971 San Fernando earthquake, which, at a magnitude
5 of 6.7, resulted in at least 65 deaths and caused property damage
6 of over \$500 million.
- 7 (3) The 1989 Loma Prieta earthquake, which, at a magnitude
8 of 6.9, rocked the bay area and caused 63 fatalities and over \$6
9 billion in property damage.
- 10 (4) The 1994 Northridge earthquake, which, at a magnitude of
11 6.7, claimed the lives of 60 people and caused estimated property
12 damage of between \$13 and \$32 billion.
- 13 (c) About 90 percent of the world's earthquakes and over 80
14 percent of the world's largest earthquakes occur along the
15 Circum-Pacific Belt, also known as the Pacific Ring of Fire. The
16 Pacific Ring of Fire includes the very active San Andreas Fault
17 Zone in California.
- 18 (d) The Uniform California Earthquake Rupture Forecast
19 (UCERF) released in 2008 predicted a 99.7 percent likelihood of
20 a magnitude 6.7 or larger earthquake in California in the next 30
21 years.
- 22 (e) A 2013 study published by the Caltech and the Japan Agency
23 for Marine-Earth Science, and Technology discovered that a
24 statewide California earthquake involving both the Los Angeles
25 and San Francisco metropolitan areas may be possible.
- 26 (f) Japan, Taiwan, Mexico, Turkey, Romania, Italy, and China
27 either have or are working on earthquake early warning systems
28 that are capable of saving lives and helping to mitigate loss.
- 29 (g) The Office of Emergency Services, Caltech, California
30 Geological Survey, University of California at Berkeley, United
31 States Geological Survey, and others have been conducting
32 earthquake early warning research and development in California.
33 They operate the California Integrated Seismic Network, which
34 has a demonstration earthquake early warning capability.
- 35 (h) By building upon the California Integrated Seismic Network
36 and processing data from an array of sensors throughout the state,
37 a fully developed earthquake early warning system would
38 effectively detect some strength and progression of earthquakes
39 and alert the public within seconds, sometimes up to 60 seconds,
40 before potentially damaging ground shaking is felt.

1 (i) An earthquake early warning system should disseminate
2 earthquake information in support of public safety, emergency
3 response, and loss mitigation.

4 SEC. 2. Section 8587.8 is added to the Government Code, to
5 read:

6 8587.8. The Office of Emergency Services, in collaboration
7 with the California Institute of Technology (Caltech), the California
8 Geological Survey, the University of California Berkeley, the
9 United States Geological Survey, and others, shall develop a
10 comprehensive statewide earthquake early warning system in
11 California.

Mendocino Solid Waste Management Authority

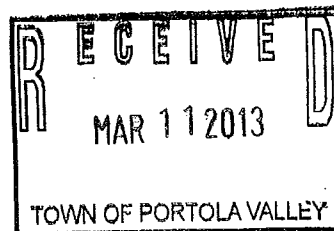
A joint powers public agency

101 W. Church Street, Suite 9, Ukiah, CA 95482

(707) 468-9710

March 6, 2013

Mayor John Richards & City Council
City of Portola Valley
765 Portola Road
Portola Valley, CA 94028



RE: AB 158 & SB 405 may void your bag ordinance

Dear Mayor Richards & Councilmembers,

Like you, Mendocino County and two of its cities have passed local ordinances regulating single-use carryout shopping bags.

Our ordinances are now in danger of being preempted by statewide bills that would roll back key provisions that have been passed at the local level. As introduced, AB 158 (Levine) and SB 405 (Padilla) appear to void our ordinances under the doctrine of “implied preemption” because they “fully occupy” the field of retail store bags.

The bills would prohibit plastic single-use carryout bags at supermarkets, convenience stores and large drug stores. But they differ from local ordinances in several important points:

- No other stores (fast food restaurants, home improvement, clothing, etc.) are covered and those stores would be able to continue to give away single-use plastic bags.
- No minimum price is required for paper bags, so that stores could give them out for a token 1-cent each, thus disincentivizing the customers to bring their own bags.
- Enforcement by injunction or criminal citation isn’t allowed, only civil fines, the least-efficient tool.

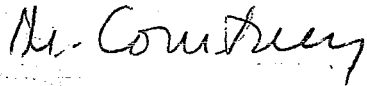
There appears to be a belief in Sacramento that no state bill can pass unless it preempts our local ordinances, and that a more comprehensive bill than AB 158 or SB 405 would be unlikely to become law. This may be true. However, since more than 50 cities and counties have adopted local ordinances, with many more under consideration, is this the right time for a weak statewide bill?

Would it be wiser to let our local ordinances mature and prove to all of California that the re-usable bag habit is achievable?

Wouldn't a stronger statewide bill be possible once we have demonstrated at the local level that "bring your own bag" is OK with both the public and all types of stores?

Please follow these bills and make your own views known.

Sincerely,

A handwritten signature in black ink that reads "Meg Courtney". The signature is written in a cursive, flowing style.

Meg Courtney, Chair
Mendocino Solid Waste Management Authority

cc: City Manager

Notice of Availability and Notice of Intent to Adopt a Negative Declaration for the SamTrans Service Plan

Project Title: SamTrans Service Plan

Responsible/Lead Agency: San Mateo County Transit District,
1250 San Carlos Ave., P.O. Box 3006,
San Carlos, CA 94070-1306

Project Location: San Mateo County plus bus service to San Francisco and Palo Alto in Santa Clara County

Contact: Hilda Lafebre, Manager, Capital Projects & Environmental Planning, (650) 622-7842
lafebreh@samtrans.com

Review Period: March 13, 2013 to April 15, 2013

Project Description:

SamTrans currently operates 48 bus routes throughout San Mateo County with service into the cities of San Francisco and Palo Alto. The proposed SamTrans Service Plan (SSP) would make changes to existing bus service by: 1) improving bus service along El Camino Real; 2) creating an enhanced core market bus network; 3) modifying bus service through consolidations, route changes, and service frequency changes; 4) discontinuation of certain bus services; 5) introduction of new routes; and 6) introduction of an alternative services pilot program.

The proposed SSP is intended to increase ridership and revenue and provide better service to the communities currently served without incurring additional operating costs to the agency. A detailed description of the proposed SSP and mapping of the proposed changes by bus route is provided on SSP website: http://www.samtrans.com/Planning/Planning_and_Research/SamTransServicePlan/SSP-StudyReportsAndDocuments.html

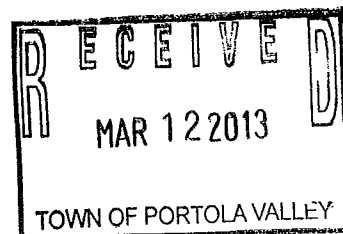
Negative Declaration:

In accordance with the California Environmental Quality Act (CEQA) and the CEQA Guidelines, SamTrans prepared a Draft Initial Study / Negative Declaration for the SSP. Based on the Initial Study, staff determined that the SSP could not have a significant on the environment. The proposed SSP does not involve any physical alteration of the environment or the construction of new facilities. Potential impacts of changes in bus routes related to traffic, air quality, noise and greenhouse gas emissions were reviewed and found to be less than significant.

Public Comment Period:

March 13, 2013 to April 15, 2013

The public and all affected agencies are hereby invited to review the Draft Initial Study / Negative Declaration and submit written comments. Comments are due April 15, 2013 and should be sent to Hilda Lafebre, San Mateo County Transit District, P.O. Box 3006, San Carlos, CA 94070-1306 or lafebreh@samtrans.com



Public Hearing Date: The public hearing will be held at the San Mateo County Transit District Board Meeting on April 3, 2013 at 2:00 PM. The public hearing location is the Edward J. Bacciocco Auditorium, on the second floor at SamTrans Administrative Offices, 1250 San Carlos Ave., San Carlos, CA 94070-1306.

Document Availability: The Draft Initial Study / Negative Declaration and supporting technical studies are available on the SSP project website:

http://www.samtrans.com/Planning/Planning_and_Research/SamTransServicePlan/SSP-StudyReportsAndDocuments.html

Hardcopies of the Draft Initial Study / Negative Declaration are available for review at the San Mateo County Transit District, 1250 San Carlos Ave, San Carlos, CA 94070-1306



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pégueros, Town Manager
DATE: March 15, 2013
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended March 15, 2013.

1. **Planning Director Recruitment** – Six of the sixty-one applicants for the position of planning director were invited to interview with three panels representing a broad spectrum of perspectives. The six candidates held a diverse range of qualifications. Ultimately, the panels reached consensus and recommended further consideration of two candidates. Over the next couple of weeks, I will meet with the top two candidates to further evaluate their strengths and weaknesses and conduct the appropriate background checks. Thank you to the panelists for giving their time to this important process: John Richards, Alex Von Feldt, Danna Breen, Judy Murphy, Kevin Bryant (Woodside), Sandy Sloan, Tom Vlastic and Howard Young. I'd also like to thank Brandi and Stacie for their thorough advance preparation and assistance during the interview process.

TOWN COUNCIL WEEKLY DIGEST

Friday – March 22, 2013

1. Agenda (Action) – Planning Commission – Wednesday, March 20, 2013
2. Agenda – ASCC – Monday, March 25, 2013
3. Agenda – Conservation Committee – Tuesday, March 26, 2013
4. Newspaper article – Tech Wares Can Offer Help When Natural Disasters Hit
5. Letter from the League of California Cities – Welcomes Nominations for Six at-large Board Positions – March 6, 2013
6. Memo from Nick Pegueros, Town Manager re: – Weekly Update – March 22, 2013

Attached Separates (Council Only)

1. Invitation to Acterra “Party for the Planet” – Friday, April 19, 2013
2. Invitation to an Open House with Senator Jerry Hill – Friday, April 5, 2013
3. Invitation from the Government Finance Officers Association – Invitation to the 107th GFOA Annual Conference – June 2 – 5, 2013



**TOWN OF PORTOLA VALLEY
REGULAR PLANNING COMMISSION MEETING**
765 Portola Road, Portola Valley, CA 94028
Wednesday, March 20, 2013 – 7:30 p.m.
Council Chambers (Historic Schoolhouse)

ACTIONS

Call to Order, Roll Call 7:33 p.m.

Commissioners McIntosh, McKitterick, Targ, Vice-Chairperson Gilbert and Chairperson Von Feldt present.

(Also present: Ted Driscoll, Town Council Liaison, Nick Pegueros, Town Manager; Tom Vlastic, Town Planner; Leigh Prince, Assistant Town Attorney; Steve Padovan, Interim Planning Manager; Karen Kristiansson, Principal Planner)

Oral Communications None

Persons wishing to address the Commission on any subject, not on the agenda, may do so now. Please note, however, the Commission is not able to undertake extended discussion or action tonight on items not on the agenda.

Regular Agenda

1. *Continued Public Hearing:* Application for amendment to Conditional Use Permit (CUP) X7D-30 for parcel merger and expansion of athletic fields with new track and artificial turf infill at 302 Portola Road, Woodside Priory School, Initial Study/Mitigated Negative Declaration

This item was continued from the March 6, 2013 meeting to provide the Commissioners with an opportunity to visit a location with a similar artificial turf field. Karen Kristiansson summarized the staff report and provided responses to questions raised at the previous meeting. The Commission opened the public hearing, took public testimony and then closed the hearing. The Commission proceeded to discuss their impressions of the various artificial turf fields they had visited and questioned staff and the applicant on several issues. Upon conclusion of their discussion a motion was made and seconded to adopt the Mitigated Negative Declaration for the project. Motion passed 3-2 (Gilbert and Von Feldt opposed). After additional discussion on the conditions of approval, a motion was made and seconded to approve the project with amended conditions. Motion passed 3-2 (Gilbert and Von Feldt opposed).

Commission, Staff, Committee Reports and Recommendations

The Town Planner provided an update of the 18 Redberry Ridge remediation process and the current enforcement proceedings.

The Town Manager stated that the recruitment for the Planning Director position is proceeding and that the field has been narrowed to two candidates.

Planning Commission Actions
March 20, 2013
Page Two

Approval of Minutes: March 6, 2013 **Approved 4-0-1 as corrected.**

Adjournment: **10:32 p.m.**

ASSISTANCE FOR PERSONS WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Planning Technician at 650-851-1700 ext. 211. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

AVAILABILITY OF INFORMATION

Any writing or documents provided to a majority of the Town Council or Commissions regarding any item on this agenda will be made available for public inspection at Town Hall located 765 Portola Road, Portola Valley, CA during normal business hours.

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley branch of the San Mateo County Library located at Town Center.

PUBLIC HEARINGS

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge a proposed action(s) in court, you may be limited to raising only those issues you or someone else raised at the Public

Hearing(s) described later in this agenda, or in written correspondence delivered to the Planning Commission at, or prior to, the Public Hearing(s).

This Notice is posted in compliance with the Government Code of the State of California.

Date: March 15, 2013

CheyAnne Brown
Planning Technician



**TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Monday, March 25, 2013
Special Field Meeting (time and place as listed herein)
7:30 PM – Regular ASCC Meeting
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028**

SPECIAL FIELD MEETING*

4:00 p.m., 18 Redberry Ridge Afternoon session for consideration of plans that have been proposed for restoration and remediation of portions of the subject Blue Oaks parcel that was impacted by unauthorized removal of trees and vegetation. (ASCC review to continue at Regular Meeting)

7:30 PM - REGULAR AGENDA*

1. Call to Order:
2. Roll Call: Breen, Clark, Hughes, Koch, Ross
3. Oral Communications:

Persons wishing to address the Commission on any subject, not on the agenda, may do so now. Please note, however, the Commission is not able to undertake extended discussion or action tonight on items not on the agenda.

4. Old Business:
 - a. Continued Architectural Review, for New Blue Oaks Residence and Site Development Permit X9H-650, 6 Buck Meadow Drive (Lot 34), Strick
5. New Business:
 - a. Architectural Review for Residential Additions and Remodeling, 25 Zapata Way, Duran
 - b. Review for Conformity with Conditional Use Permit (CUP) X7D-30 – Plans for Renovation of Existing Classrooms, 302 Portola Road, Woodside Priory School
 - c. Restoration and Remediation Plans, 18 Redberry Ridge, Douglass
6.
 - a. Conservation Committee Redwood Tree Guidelines
 - b. Commission and Staff Reports
7. Approval of Minutes: March 11, 2013
8. Adjournment:

Architectural & Site Control Commission
March 25, 2013 Agenda
Page Two

*For more information on the projects to be considered by the ASCC at the Special Field and Regular meetings, as well as the scope of reviews and actions tentatively anticipated, please contact Carol Borck in the Planning Department at Portola Valley Town Hall, 650-851-1700 ex. 211. Further, the start times for other than the first Special Field meeting are tentative and dependent on the actual time needed for the preceding Special Field meeting.

PROPERTY OWNER ATTENDANCE. The ASCC strongly encourages a property owner whose application is being heard by the ASCC to attend the ASCC meeting. Often issues arise that only property owners can responsibly address. In such cases, if the property owner is not present it may be necessary to delay action until the property owner can meet with the ASCC.

WRITTEN MATERIALS. Any writing or documents provided to a majority of the Town Council or Commissions regarding any item on this agenda will be made available for public inspection at Town Hall located 765 Portola Road, Portola Valley, CA during normal business hours.

ASSISTANCE FOR PERSONS WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Assistant Planner at 650-851-1700, extension 211. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

PUBLIC HEARINGS

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge a proposed action(s) in court, you may be limited to raising only those issues you or someone else raised at the Public Hearing(s) described later in this agenda, or in written correspondence delivered to the Planning Commission at, or prior to, the Public Hearing(s).

This Notice is Posted in Compliance with the Government Code of the State of California.

Date: March 22, 2013

CheyAnne Brown
Planning Technician



TOWN OF PORTOLA VALLEY
Conservation Committee
Tuesday, March 26, 2013 - 7:45 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes - January 22, 2012
4. A. Site Permits
 - NEW - 18 Redberry (ASCC 3/25)
 - REVISED - 117 Pinon (ASCC 4/8)B. Tree Permits - None
5. Old Business
 - A. Native Plant Garden - DeStaebler
 - B. Priory Field
 - C. Backyard Habitat - DeStaebler
 - D. Redwood Guidelines -Murphy
 - E. Tip of the month - Plunder
 - F. Review Broom Pull March 9 - how to improve?
 - G. Earth Day 4/22 Woodside Runnymede \$10
 - H. Co-Sponsor 9/26 Jasper Ridge talk - Nancy Lund
 - I. Budget review and plan spending
 - 2013-4 due 4/19
 - J. Update Town Open Space parcel management/owners
 - K. Final native plant lists for town website and ASCC - recommended, discouraged, invasive
 - L. Wedding checklist/creek maintenance calendar
6. New Business
 - A. Intern?
7. Action Plan
8. Announcements
9. Adjournment

TECHNOLOGY

Tech Wares Can Offer Help When Natural Disasters Hit

Tech Gear For Emergencies

Power generator for short-term, solar-powered radio, satellite TV can be handy

BY TED NEEDLEMAN
FOR INVESTOR'S BUSINESS DAILY

There's an old song that starts off "the weather outside is frightful"

While not too frightful too often, weather events and natural disasters can turn serious.

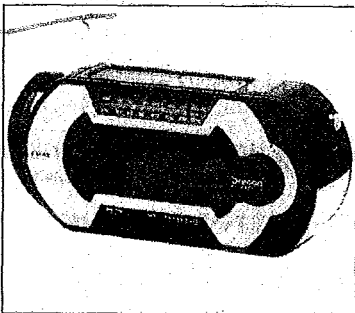
Stocking up on emergency supplies such as Mylar survival blankets, waterproof matches and first-aid kits should be high on your to-do list.

But there also is some modestly priced tech gear — and one non-tech item that we included — that can help get you through a bad time. Here's a look at some options:

■ Finding out what's happening is a necessity in an emergency. Oregon Scientific's \$39 WE201 Emergency Radio provides an AM/FM radio with National Weather Radio coverage. It's normally powered by a built-in rechargeable battery. This battery can be charged from an AC supply, a set of built-in solar cells, or a windup crank. One minute of winding can power the radio for about 10 minutes, so you'll always have access to broadcast news and weather alerts.

12 volts, and when not used for recharging the base unit, it can directly recharge a cellphone or tablet.

■ In an emergency, you might not have time to pack a toolbox. While the Swiss Army Knife is better known, those familiar with multi-purpose tools are likely carrying a Leatherman tool. We tested the Leatherman Rebar tool. This compact fold-up has two sets of pliers, wire cutters, assorted knife and screwdriver blades, a saw, and much more — 16 tools in all. It ever comes with a handy nylon belt pouch. For about \$60, it's terrific to have for everyday minor emergencies, not just major ones.



Oregon Scientific's radio, top, is charged via solar; GoalZero's kit provides emergency power.

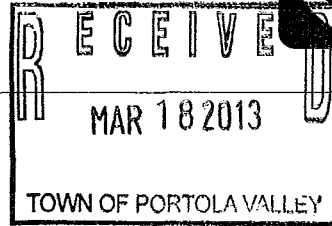
■ A cellphone is a must in an emergency. But if you haven't kept it charged and lack a charger, you're out of luck. The SpareOne Emergency Phone, from XPal Power, can stay in storage for 10 years and still be ready to make a 911 emergency call. (You can also use a prepaid SIM card to use it as a normal cellphone, to call anywhere.) The SpareOne can be stored for up to 15 years in its waterproof bag, but then can provide up to 10 hours of talk time when needed. For about \$70, it's great to have in your glove compartment or emergency kit.

■ The power outages that are common with bad weather are inconvenient for all of us. But for households with a family member who uses a medical device such as an oxygen generator or CPAP machine, having no power can be much more than an annoyance. GoalZero's \$360 Escape Adventure kit is primarily marketed for campers and other outdoorsmen, but is suitable for providing power for medical devices long enough to get to someplace with power. It consists of a rechargeable base unit that can be recharged from a solar panel included with the device, and provides 150 watt/hours of 115-volt electricity. This can power a 15-watt machine for 10 hours or a 150-watt device for an hour. The included 15-watt solar panel puts out

■ Having to evacuate an area is becoming more common. Sometimes this results in long lines of cars crawling toward an escape route. But if you need to leave the beaten path, the \$129 Magellan eXplorist 110 GPS can be a lifesaver. This lightweight handheld is preloaded with world maps, roads and land features. It also can record your path for backtracking.

■ Having an emergency radio in troubled times is a must. But a radio doesn't always provide you with all the information you might need. Cable or satellite TV can be extremely useful, but when the power goes down, so does the reception. That is, unless you have the Dish Network^{DISH} tailgater. Consisting of a compact self-positioning satellite antenna and separate receiver, the tailgater, receiver and an optional inexpensive TV or monitor all plug into an optional inverter (which provides AC power from a DC source) that in turn plugs into your car or truck's 12V power outlet. And when you're not using it to monitor disaster conditions, you can catch up on your favorite TV shows or sports events.

1400 K STREET
SACRAMENTO, CA 95814
PH: (916) 658-8200
FX: (916) 658-8240



WWW.CACITIES.ORG

March 6, 2013

INTERESTED IN SERVING ON THE LEAGUE BOARD OF DIRECTORS?

The League of California Cities welcomes nominations from elected officials interested in serving in **six** at-large board positions (the at-large positions have two-year terms), or Second Vice President (one-year term). All nominees for Second Vice President must have previously served on the Board of Directors.

The League Board of Directors consists of the League officers (President, First Vice President, Second Vice President, and Immediate Past President), a representative from each of the League's 16 divisions, a representative from each of the League's 11 functional departments, the mayors or designees of the mayors of the 10 largest cities by population (listed as Large City appointments), and 12 At-Large positions, at least one of which shall be a small city representative (under 10,000 population). City officials serving on the National League of Cities Board of Directors also serve on the League of California Cities Board of Directors for the duration of their term on the National League board (two-year term). Travel expenses to attend League board meetings are reimbursed by the League.

The League Board of Directors typically meets on a quarterly basis at locations throughout the state. Nominees are expected to make a commitment to attend all meetings. League officers may also serve as members of the board of directors of the City/County/School (CCS) Partnership, which meets a minimum of four times a year (other LCC membership may also serve on the CCS Board). Travel expenses to attend CCS Partnership board meeting are reimbursed by the League.

After the deadline for applications has passed, the Nominating Committee¹ will review all applications and informational materials and decide on up to twelve finalists for the six open at-large positions. ***At-large positions, as well as all candidates for 2nd Vice President, will be asked to interview with the Nominating Committee in person the morning of Thursday, July 11, 2013, at the San Diego Sheraton.*** The at-large finalists and 2nd Vice President applicants will be contacted by email and regular mail with their interview time and interview location. Those at-large candidates who fail to become finalists will be contacted with our regrets by both email and regular mail.

At the board meeting directly following the Nominating Committee meeting, the board will vote to accept the recommendations of the Nominating Committee in full or part, or reject the recommendations. If the recommendations are accepted, the board shall consider final action (approval) on the recommended candidates at the Annual Conference (September 18-20, 2013, Sacramento). If the recommendations are accepted in part or rejected, the Nominating Committee shall make additional recommendations which the board shall consider either at the same meeting or in a subsequent special meeting called by the President, no less than 30 days before Annual Conference. The final recommendations of the Nominating Committee will be announced at the opening general session of the Annual Conference (September 18, 2013).

If you are interested in submitting your name for nomination to the League Board of Directors, please provide the information requested on the enclosed Nomination Form, and attach a bio/resume and letters of endorsement to the League's Sacramento headquarters on or before end of business on **Friday, May 10, 2013**. Please review the position descriptions for "Director Job Description" and "Responsibilities of 2nd Vice President" attached to the nomination forms for At-Large and 2nd Vice President. Questions may be referred to League staff Mimi Sharpe at (916) 658-8232 or sharpem@cacities.org.

¹ Owen Newcomer (Chair) mayor, Whittier; Carl Morehouse, council member, Ventura; Pete Aguilar, mayor, Redlands; Marshall "Chip" Holloway, mayor, Ridgecrest; Jerry Thorne, council member, Pleasanton; Terry Henderson, council member, La Quinta; Bob Combs, planning commissioner, Danville; Dan Parra, mayor pro tem, Fowler; JoAnne Mounce, mayor, Lodi; and Gilbert Wong, council member, Cupertino



League of California Cities 2013-2014 Board of Directors
AT-LARGE DIRECTOR – 6 Open Positions Each Year
NOMINATION FORM

This form must be submitted by the Nominee. Attach additional pages as needed. Letters of endorsement may be sent as well but they must be sent along with all supporting materials by the deadline date!

Required Information About the Nominee: (please make sure to provide an email address!)
Name Title Years in office
City Hall Address
Cell phone no. Email Address
Date Current Term Expires Does City Impose Term Limits? Yes No
If eligible, Nominee's next election date
Nominee's Former Elected or Appointed Positions:

YOUR PREVIOUS STATE LEAGUE/NLC INVOLVEMENT/PARTICIPATION
(Please list current/previous positions and dates of service)

Blank lines for listing previous state league/NLC involvement and participation.

WILL YOU COMMIT THE NECESSARY TIME AND ENERGY TO THE POSITION?
(Includes 5 board meetings -- four two-day mtgs and a meeting at Annual Conference, in addition to possible board conference calls AND a willingness to serve on the board nominating and other committees)

Yes, without qualification Unsure No

Comments:

See next page

**League of California Cities
DIRECTOR JOB DESCRIPTION¹**

This is a responsible position involving serving on the board of directors of the non-profit League of California Cities. In accordance with the bylaws of the League and the policies of the board, directors have the following collective and individual responsibilities:

General Governance Responsibilities:

- Determine and support the organization's vision, mission and core beliefs
- Select the chief executive. Support the executive and review his or her performance
- Ensure adequate revenues and approve a budget for effective management of the revenues
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the annual financial statements and the budget
- Participate in grassroots activities in support of the League's strategic priorities
- Support League ballot measure fundraising activities for CITIPAC and individual campaigns and contribute personally and through invitations to others.
- Determine, monitor, and strengthen the organization's programs and services
- Review agenda and supporting materials prior to board meetings
- Attend all board and general membership meetings, including periodic meetings by conference call, and notify the Executive Director of any planned or emergency absence and the reason for it. (Board members are only allowed three consecutive absences).
- Serve on the nominating or other committees and offer to take on special assignments

Ethical Responsibilities

- Ensure legal and ethical integrity and maintain accountability
- Use your League position responsibly, *e.g.* do not imply League support of private or city positions or seek favors by virtue of your role as a board member.
- Perform Board duties in good faith and with such care as necessary to promote the best interests of the League
- Become familiar with and follow conflict of interest legal requirements and policies to promote confidence in the League's decision-making
- Disclose potential conflicts of interest prior to voting on any matter before the Board

Communication Responsibilities

- Facilitate two-way communication between the League and city officials within your sphere of influence (your own city, neighboring cities, division, department, caucus, policy committee, etc.).
- Assume responsibility for interpreting board policy to the membership. Ensure the League speaks with "one voice" once the board has made a decision. Division and department representatives should report back directly on a regular basis.
- Ensure that board members are aware of the views of city officials throughout the state
- Attend all appropriate division, department, or general membership meetings
- Seek out city officials who have the potential to strengthen the League and encourage their participation in their division, on the League board, etc.

Expense Reimbursement

Board members receive no compensation, however, normal travel expenses (e.g., room, travel and meals), except for the Annual Conference, are either paid by the League or reimbursed. Any payments or reimbursements must be reported as required by the FPPC. The League will supply the information necessary to do so.

¹ Approved by the board of directors July 2010



League of California Cities 2013-2014 Board of Directors
NOMINATION FORM

OFFICE OF SECOND VICE PRESIDENT

This form must be submitted by the Nominee. Attach additional sheets as needed. Letters of endorsement may be sent as well but they should be sent along with all supporting materials by the deadline date!

Required Information About the Nominee: (Please provide an Email address!)

Name Title Years in office

City Hall Address

Cell phone no. Email Address

Date Current Term Expires Does City Impose Term Limits? Yes No

If eligible, Nominee's next election date

Nominee's Former Elected or Appointed Positions:

YOUR PREVIOUS STATE LEAGUE/NLC INVOLVEMENT/PARTICIPATION

(Please list current/previous positions and dates of service)

Blank lines for listing previous state league/NLC involvement and participation.

WILL YOU COMMIT THE NECESSARY TIME AND ENERGY TO THE POSITION?

(Includes 5 board meetings, weekly Exec. Comm. conference calls, 4 CCS Partnership board meetings and other meetings consistent with their office—up to 10 additional out-of-town meetings each year)

Yes, without qualification Unsure No

Comments:

See next page

**RESPONSIBILITIES OF 2ND VICE PRESIDENT
BOARD OF DIRECTORS
LEAGUE OF CALIFORNIA CITIES**

- 1) **Attendance at all five board meetings per year.**
The dates (months) are approximate, as schedule may change—
 - a) *November/December – in conjunction with League Leaders*
 - b) *January/February—date of mtg and location at discretion of President*
 - c) *May (in conjunction with Legislative Action Days)*
 - d) *July*
 - e) *September—held during Annual Conference-- 90 minute meeting*

- 2) **CCS Partnership Meetings (Cities, Counties, Schools partnership);
Executive Director of CCS will send meeting notices to all officers)**
Meetings are held approximately—January; June; and October
Officers and other designated membership of the following organizations are expected to attend:
League of California Cities
California Association of Counties
California School Boards Association

- 3) **Legislative Action Days**
A one or two day legislative conference which includes a general session(s) and information on lobbying your legislators in pursuit of city goals or issues.
All board members are encouraged to attend.

- 4) **National League of Cities Conferences (NLC)**
Congress of Cities Conference – *November or December of each year at a different state and city. This is NLC's annual conference.*
2013 – November 12-16, Seattle, Washington
Congressional Cities Conference – *held in March of each year; location is always Washington D.C. The National League's legislative conference.*
Officers are expected to attend LCC meetings with legislators or roundtable meetings, as well as the LCC reception event. 2014: March 8-12.

- 5) **Annual Conference – Resolutions Committee and General Assembly**
The 2nd Vice President has two meetings at which he/she will preside during Annual Conference:
 - a) *General Resolutions Committee*
 - b) *General Assembly*—*where the resolutions passed forward by the General Resolutions Committee will be voted upon (last day of Annual Conference)**At both the General Resolutions Meeting and the General Assembly, a parliamentarian is present to help with rules of order. The 2nd VP will receive scripts for both meetings.*

- 6) **League Audit Committee** – *each League vice president serves for two years as chair of either the League Audit Committee or the Board Finance Committee. The second VP elected in 2013 will assume leadership of the League Audit Committee and retain this responsibility for two years.*

From Board Manual, page 51: The League Audit Committee is charged with the responsibility to:

- *Select the League's independent auditor*
- *Oversee the audit contract and interact directly with the audit team*
- *Identify any audit issues and, along with the independent auditor, report these to the full board.*
- *Work with staff to ensure adequacy of accounting and internal control systems.*

Members of the audit committee include two board members in addition to the and one city manager and one finance director who are not members of the League board. Staff support for the League Audit Committee is provided by Perry Stottlemeyer, pstottlemeyer@cacities.org and Dan Harrison, dharrison@cacities.org



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: March 22, 2013
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended March 22, 2013.

1. **Weekend Traffic & Parking Congestion at Windy Hill** – As mentioned on the PV Forum earlier this week, the Sheriff's Office will step up enforcement this weekend focusing on cars parked in "No Parking" areas and cars parked over the fog line into the traffic lane. To help identify shoulder areas that are too narrow for parking, staff will mount temporary "No Parking" signs. We are coordinating this effort with the Public Works Committee, BPTS Committee, MROSD park rangers, and the Sheriff's Office.
2. **Farmers' Market at Town Center** – Brandi has been working on an exciting project to bring a weekly farmers market to town. She has already met with one farmers' market organizer and is in the process of meeting with community stakeholders. The plan is to hold a public hearing at the Town Council meeting on April 24th to receive feedback from the community. This is an exciting opportunity to create an on-going, turnkey event with little demand on volunteer and staff resources that brings community members together at the Town Center campus. The weekly event has the potential to integrate some other programs such as Library events, the summer concert series, and the green speaker series.
3. **Affordable Housing Ad-Hoc Committee Meeting** – The Committee held their second meeting this week. A summary of the committee's progress has been included in the Town Council packet for the March 27th meeting.
4. **Green Light from the DOT** – The federal Department of Transportation (DOT) gave California the green light (memo attached) to proceed with repairs for damage resulting

Memo to Mayor and Members of the Council
Page 2 of 2
March 22, 2013

from the December 23rd storm event pursuant to the Governor's proclamation declaring a State of Emergency for San Mateo County. While the DOT has acknowledged receipt of the application from California for federal aid, it is by no means a guarantee that the Town would receive reimbursement for costs incurred to repair Upper Alpine Road. It is, however, a positive sign and the Town should begin work on the project. Staff has executed a contract to conduct additional geological assessments that will assist with designing an engineered repair. A budget amendment for this project will be presented to the Town Council in April.



U.S. Department
of Transportation
**Federal Highway
Administration**

California Division

March 20, 2013

650 Capitol Mall, Suite 4-100
Sacramento, CA 95814
(916) 498-5001
(916) 498-5008 (fax)

In Reply Refer To:

Mr. Malcolm Daugherty
Director
California Department of Transportation
1120 N. St.
Sacramento, Ca. 94273-0001

Attention: Fardad Falakfarsa, Federal Resources Office

Dear Mr. Daugherty:

We have received your March 19, 2013 Notice of Intent to apply for Emergency Relief (ER) reimbursement, authorized under Sections 120 and 125 of Title 23, U.S. Code to assist in the cost of repairing damages to Federal-aid highways caused by a severe rainstorm commencing on December 23, 2012 within the County of San Mateo.

Attached to your letter was a signed Governors Proclamation declaring a State of Emergency for San Mateo County. The Proclamation was dated February 28, 2013 and establishes a preliminary cost of damages to both state and local federal-aid routes at \$ 3.3 million.

You should proceed with any necessary emergency repairs to restore essential travel, to begin preliminary engineering comprising surveys, design, and preparation of construction plans, to perform the permanent restoration work required as an associated part of the emergency operations, and to use State forces and/or negotiated equipment rental contracts as necessary to perform the work. Photos complete with date stamp where possible will be required to document damages incurred by the storm and any subsequent flooding.

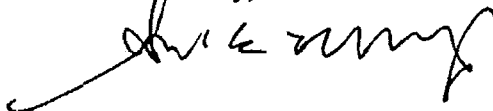
Eligibility for this work will be contingent on a favorable finding by our office based on a FHWA review of a Damage Survey Summary Report (DSSR). With this DSSR we are requesting a preliminary schedule of projects to be completed and submitted for review by our office no later than June 21, 2013. Compilation of support documents such as news articles, preliminary site reviews (draft Damage Assessment Forms) and State Directors Orders will be important consideration towards making our decision.

The federal ER disaster number to be associated with this incident encompassing all damages within San Mateo County designated under the Governor's Proclamations will be CA13-1.

All emergency opening activities accomplished within the first 180 days from the date of the incident, December 23, 2012, may be reimbursed at 100 percent Federal share. Permanent Restoration (PR) work, other than that performed as an incidental part of the Emergency Opening (EO), shall not be performed prior to program approval and project authorization via approved Damage Assessment Form.

Should you have any questions relating to this determination, please contact Scott McHenry, Sr. Transportation Engineer, at (916) 498-5854 or scott.mchenry@dot.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Vincent P. Mammano", with a long, sweeping underline that extends to the left.

For Vincent P. Mammano
Division Administrator